CITY OF EDGEWOOD
REGULAR COUNCIL MEETING AGENDA

Tuesday, February 24, 2026 – 7:00 PM ♦ City Hall – 10440 Dom Calata Way E ♦ Edgewood, WA
Zoom: https://cityofedgewood-org.zoom.us/s/86916509308

1. **CALL TO ORDER**
2. **AUDIENCE COMMENT**
3. **MAYOR'S REPORT**
4. **CONSENT AGENDA:** *The consent agenda includes items that are routine in nature and are adopted by one motion. Should Council wish to discuss a consent agenda item, the item would be removed from the consent agenda and discussed under Council Business.*
   The following items are presented for Council approval:
   - **A.** Regular Council Meeting Minutes of February 10, 2026
   - **B.** Study Session Meeting Minutes of February 17, 2026
   - **C.** **AB26-097** - a motion approving February 2026 Budgeted Expenditures as follows: Deferred Compensation Program; Payroll Direct Deposit; Department of Retirement Systems; and IRS 941 in the amount of $137,314.07 and Vendor Check Numbers 26704 through 26717, with EFT and Direct Pay Payments in the amount of $66,778.54. Total distributions submitted for review and authorization in the amount of $204,092.61.
   - **D.** **AB26-0789** - Resolution 26-0789 Authorizing the Mayor to Execute a Washington State Department of Commerce Grant Agreement for FY2026 and FY2027 for Developing a Climate Element with Resiliency and GHG Emissions Reduction Subelements for the City's Comprehensive Plan
   - **E.** **AB26-0790** - Resolution 26-0790 Awarding the Contract for the Climate Element Preparation Phase 2 to Measure Meant Consulting Inc
5. **COUNCIL BUSINESS**
   - **A.** **AB26-0788** - Resolution 26-0788 2026 Annual Comprehensive Plan Amendment Docket
   - **B.** **AB26-0791** - Resolution 26-0791 Fee Schedule Update
6. **COUNCIL COMMENTS**
7. **ADJOURN**

This meeting is accessible to persons with disabilities. For individuals who may require special accommodations, please contact City Hall at (253) 952.3299, 24 hours in advance.

1 CALL TO ORDER

Mayor Olson called the meeting to order at 7:00pm and Ruby Rasmussen led attendees in the Pledge of Allegiance.
Present: Mayor Olson, Deputy Mayor Creley (virtually via Zoom), Councilmember Pazaruski, Councilmember Ramirez, Councilmember Keith, Councilmember Rasmus, Councilmember Edwards, Councilmember Southard

2 PRESENTATION

A. State of the City Address
Mayor Olson delivered his State of the City address, providing remarks on the City's progress and priorities.

3 AUDIENCE COMMENT

There were no audience comments.

4 MAYOR'S REPORT

Mayor Olson shared his report with those in attendance.

5 CONSENT AGENDA:

A. **AB26-095** - SmartGov Subscription Renewal

B. Regular Council Meeting Minutes of January 27, 2026

C. Study Session Meeting Minutes of February 3, 2026

D. **AB26-096** - a motion approving January 2026 Budgeted Expenditures as follows: Deferred Compensation Program; Payroll Direct Deposit; Department of Retirement Systems; and IRS 941 in the amount of $192,584.00 and Vendor Check Numbers 26689 through 26703, with EFT and Direct Pay Payments in the amount of $128,080.76. Total distributions submitted for review and authorization in the amount of $320,664.76.
Motion: As read **Action:** Approved **Moved by:** Councilmember Southard **Seconded by**: Deputy Mayor Creley **Motion Passed 7-0**

6 COUNCIL BUSINESS

A. **AB26-0699** - Second Reading and adoption of Ordinance 26-0699 granting unto Forged Fiber 37 LLC a Franchise Agreement for telecommunications.
Motion: As read **Action:** Approved **Moved by:** Councilmember Edwards **Seconded by**: Councilmember Keith **Motion Passed 7-0**

7 COUNCIL COMMENTS

Mayor Olson, Councilmembers Ramirez and Keith spoke.

8 ADJOURN

Mayor Olson adjourned the meeting at 7:17pm.

Dave Olson
Mayor

Jill Schwerzler-Herrera
City Clerk/HR Director

1 CALL TO ORDER

Mayor Olson called the meeting to order at 7:00pm and Andrew Wiesenfeld led attendees in the Pledge of Allegiance.
Present: Mayor Olson, Deputy Mayor Creley (virtually via Zoom), Councilmember Pazaruski, Councilmember Ramirez, Councilmember Keith (virtually via Zoom), Councilmember Rasmus, Councilmember Edwards, Councilmember Southard

2 COUNCIL BUSINESS

A. 2026 Boards/Commission Work Plans

a. Planning Commission
b. Economic Development Advisory Board
c. Parks & Recreation Advisory Board

Parks and Recreation Advisory Board staff liaison Chuck Hendricksen, Economic Development Advisory Board Chair Kelsey Morgan, and Planning Commission Chair JoAnn Overfield presented their 2026 Work Plans, and answered the Council's questions.

B. Equity, Diversity, and Inclusion Council Sub-Committee Update
Councilmember Southard provided a briefing to the Council regarding their subcommittee meeting.

C. 2026 Annual Comprehensive Plan Amendment Docket
Council was briefed on two proposed 2026 Comprehensive Plan Amendments (25-001 and 25-002). The Planning Commission recommended both for inclusion in the Final Docket, which is tentatively scheduled for adoption next week.

D. Climate Element Grant Agreement
Council was advised that, under 2023 ESHB 1181, the City will update its comprehensive plan and development regulations, and will accept $395,000 in state grant funding to complete the work, which begins immediately.

E. Climate Element Consultant Agreement
Council was briefed on a draft resolution authorizing the Mayor to execute a $395,000 grant agreement with the State and a $320,000 contract with Measure Meant Consulting to complete the City's Climate Element, including Resiliency and GHG Reduction sub-elements, by June 15, 2027.

F. Fee Schedule Update

Council reviewed the proposed updates to the City's Fee Schedule, including minor revisions to Franchise, Road Cut, and Tree Replacement fees. A detailed discussion then ensued between the Council and staff.

3 OTHER COUNCIL ITEMS

Councilmember Ramirez followed up on his suggestion to revise the public comment process and requested that it be addressed prior to the March retreat. Councilmember Keith followed up on her request to add a discussion regarding review of the newsletter; the item was subsequently scheduled for the March 17 meeting, and Councilmember Keith volunteered to obtain quotes. Deputy Mayor Creley inquired about adding an item to the upcoming meeting agenda for a vote to increase audience comment time from three minutes to five minutes.

4 ADJOURN

Mayor Olson adjourned the meeting at 8:12pm.

Dave Olson
Mayor

Jill Schwerzler-Herrera
City Clerk/HR Director

City Of Edgewood
Council Agenda Summary Sheet

Subject: **AB26-097** - a motion approving February 2026 Budgeted Expenditures as follows: Deferred Compensation Program; Payroll Direct Deposit; Department of Retirement Systems; and IRS 941 in the amount of $137,314.07 and Vendor Check Numbers 26704 through 26717, with EFT and Direct Pay Payments in the amount of $66,778.54. Total distributions submitted for review and authorization in the amount of $204,092.61.	**Agenda Item #: 4.C** **For Agenda of: 2/24/2026** **Prepared by: Stephanie Goff, Vicki Lundgren**

Attachments (list):
1. 022426 Claims Register
2. 022426 Voucher Directory

Approval of Materials:		**Expenditure Required:**
Stephanie Goff, Vicki Lundgren		$204,092.61
Rachel Pitzel, Assistant City Administrator	02/19/2026	**Amount Budgeted:** $204,092.61
Dave Olson, Mayor	02/19/2026	**Timeline:**

Summary Statement:
AB26-096 approving February 2026 Budgeted Expenditures as follows: Deferred Compensation Program; Payroll Direct Deposit; Department of Retirement Systems; and IRS 941 in the amount of $137,314.07 and Vendor Check Numbers 26704 through 26717, with EFT and Direct Pay Payments in the amount of $66,778.54. Total distributions submitted for review and authorization in the amount of $204,092.61.

Item History:

Recommended Action:
MOTION to adopt AB26-097 - a motion approving February 2026 Budget as presented under the Consent Agenda.

Fiscal Note/Consideration:

City of Edgewood 2026

February 24, 2026 Council Meeting Check & EFT Payment Distribution Review & Authorization

Number	Name	Print Date		Amount
US Bank	**PAYROLL ACCOUNT DISTRIBUTION**			
10611	**Last Number Issued Previous Authorization**			
DCP EFT 2/13/26	Deferred Compensation Program	2/13/2026		$18,051.93
Direct Deposit Run -	Payroll Vendor	2/13/2026		$89,314.29
DRS EFT 2/13/26	Dept of Retirement Systems	2/13/2026		$13,425.12
IRS 941 EFT 2/13/26	IRS 941	2/13/2026		$16,522.73
			Total	**$137,314.07**

Number	Name	Print Date	Amount
	CLAIM VOUCHER ACCOUNT DISTRIBUTION		
26703	**Last Number Issued Previous Authorization**		
26704	CH2O, Inc.	2/24/2026	$169.68
26705	Drain-Pro	2/24/2026	$924.00
26706	Freeway Trailer Sales, Inc.	2/24/2026	$109.18
26707	Gray & Osborne, Inc	2/24/2026	$2,170.97
26708	Menke Jackson Beyer, LLP	2/24/2026	$13.75
26709	Mountain View Community Center	2/24/2026	$710.00
26710	Premium Pix Photography	2/24/2026	$743.17
26711	Psomas	2/24/2026	$28,054.57
26712	Puget Sound Plants, Inc.	2/24/2026	$590.78
26713	Randles Sand & Gravel Inc.	2/24/2026	$805.51
26714	Pettie, Tanner M	2/24/2026	$377.09
26715	Tacoma Screw Products Inc	2/24/2026	$228.88
26716	Washington City/County Management Association	2/24/2026	$210.00
26717	West Coast Energy Systems, LLC	2/24/2026	$901.69
Direct Pay Payment	Granicus	2/24/2026	$18,745.96
Direct Pay Payment	Smarsh, Inc.	2/24/2026	$18.67
Direct Pay Payment	State Auditor's Office	2/24/2026	$282.20
Direct Pay Payment	Whistle Workwear / Workworld	2/24/2026	$277.39
EFT Payment	Comcast Business	2/24/2026	$830.09
EFT Payment	Department of Ecology	2/24/2026	$6,127.00
EFT Payment	Mt. View-Edgewood Water Co.	2/24/2026	$321.22
EFT Payment	Shell	2/24/2026	$2,760.72
EFT Payment	US Bank Corporate Payment System	2/24/2026	$960.34
EFT Payment	Wilbur-Ellis Company	2/24/2026	$328.27
EFT Payment	Linde Gas & Equipment Inc.	2/24/2026	$95.41
EFT Payment	US Bank ACH/EFT	2/24/2026	$22.00
Total Claims Voucher Distribution			**$66,778.54**
Total Distribution Submitted for Review & Authorization			**$204,092.61**
Authorization Adjustments:			**-**
Total Distribution Net of Prior Authorized Adjustments			**$204,092.61**

Claims Voucher Approval: I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Edgewood, and that I am authorized to authenticate and certify to said claim.

_____Accounting Manager, Stephanie Goff

_____Mayor, Dave Olson

_____Council Member

Voucher Directory

Fiscal: : 2026 - February
Council Date: : 2026 - February - 2nd Council Meeting

Vendor	Number	Reference	Account Number	Description	Amount
CH2O, Inc.					
	26704		**2026 - February - 2nd Council Meeting**		
		371633			
			PO 2026004		
			001-018-000-518-20-31-01	Office & Operational Supplies	$169.68
			Filters-HVAC System/Geo Thermal Loop (Qty 12)		
		Total 371633			**$169.68**
	Total 26704				**$169.68**
Total CH2O, Inc.					**$169.68**
Comcast Business					
	EFT Payment 2/19/2026 9:37:30 AM - 1		**2026 - February - 2nd Council Meeting**		
		263867881			
			2/15-3/14/26 Svcs		
			001-018-000-518-85-42-01	Cell Phones/Internet/Telecommunications	$830.09
			City Hall Internet		
		Total 263867881			**$830.09**
	Total EFT Payment 2/19/2026 9:37:30 AM - 1				**$830.09**
Total Comcast Business					**$830.09**
Department of Ecology					
	EFT Payment 2/19/2026 9:37:30 AM - 2		**2026 - February - 2nd Council Meeting**		
		26-WAR045006B-1			
			Water Quality Program-SW PH 2 (7/1/25-6/30/26)		
			410-000-000-531-38-41-20	Storm Drainage-NPDES Permit Fees-Intergov	$6,127.00
			Water Quality Program-SW PH 2 (7/1/25-6/30/26)		
		Total 26-WAR045006B-1			**$6,127.00**
	Total EFT Payment 2/19/2026 9:37:30 AM - 2				**$6,127.00**
Total Department of Ecology					**$6,127.00**
Drain-Pro					
	26705		**2026 - February - 2nd Council Meeting**		
		152965			
			January Addt'l Svcs Edgemont Park		
			001-076-000-576-80-45-03	Operating Rentals	$7.00
			Seat Covers-Edgemont Park		
		Total 152965			**$7.00**

Vendor	Number	Reference	Account Number	Description	Amount
		153240			
			2/15-3/14/26 Svcs Edgemont Park		
			001-076-000-576-80-45-03	Operating Rentals	$144.50
			Edgemont Park		
		Total 153240			**$144.50**
		153241			
			2/15-3/14/26 Svcs Nelson Nature Park		
			001-076-000-576-80-45-03	Operating Rentals	$259.00
			Nelson Nature Park		
		Total 153241			**$259.00**
		153242			
			2/15-3/14/26 Svcs Nelson Farm Park		
			001-076-000-576-80-45-03	Operating Rentals	$144.50
			Nelson Farm Park		
		Total 153242			**$144.50**
		153243			
			2/15-3/14/26 Svcs Trailhead Park		
			001-076-000-576-80-45-03	Operating Rentals	$224.50
			Trailhead Park		
		Total 153243			**$224.50**
		153244			
			2/15-3/14/26 Svcs PW Yard		
			001-076-000-576-80-45-03	Operating Rentals	$144.50
			PW Yard		
		Total 153244			**$144.50**
	Total 26705				**$924.00**
Total Drain-Pro					**$924.00**
Freeway Trailer Sales, Inc.					
	26706		**2026 - February - 2nd Council Meeting**		
		184888			
			January Purchases		
			001-022-000-548-30-32-02	Supplies/Parts-Vehicles & Equipment	$76.43
			Bolt On Marine Square Tube Jack		
			410-000-000-531-38-32-02	Supplies/Parts-Vehicles & Equipment	$32.75
			Bolt On Marine Square Tube Jack		
		Total 184888			**$109.18**
	Total 26706				**$109.18**
Total Freeway Trailer Sales, Inc.					**$109.18**
Granicus					
	Direct Pay Payment 2/19/2026 9:43:15 AM - 1		**2026 - February - 2nd Council Meeting**		
		224496			
			PO 2026006		
			001-018-000-518-85-49-03	Computer Subscriptions	$18,745.96

Vendor	Number	Reference	Account Number	Description	Amount
				SmartGov Enterprise & Citizen Portal-3/2/26-3/1/27	
		Total 224496			**$18,745.96**
	Total Direct Pay Payment 2/19/2026 9:43:15 AM - 1				**$18,745.96**
Total Granicus					**$18,745.96**
Gray & Osborne, Inc					
	26707			**2026 - February - 2nd Council Meeting**	
		4-G&O Prj. 25527.00			
			Jan Svcs-48th Street E Preservation CM		
			340-000-000-595-80-63-01	Transportation Cap Projects	$1,345.12
				48th Street E Preservation CM	
		Total 4-G&O Prj. 25527.00			**$1,345.12**
		5-G&O Prj. 24596.03			
			Jan Svcs-Windmill Foundation		
			001-076-000-576-80-41-01	Professional Services	$825.85
				Windmill Foundation	
		Total 5-G&O Prj. 24596.03			**$825.85**
	Total 26707				**$2,170.97**
Total Gray & Osborne, Inc					**$2,170.97**
Linde Gas & Equipment Inc.					
	EFT Payment 2/19/2026 9:43:05 AM - 1			**2026 - February - 2nd Council Meeting**	
		54830085			
			January Purchases		
			001-022-000-548-30-31-01	Operating Supplies	$95.41
				Stargold C25 ARG-CO2 25%; Acetylene MC	
		Total 54830085			**$95.41**
	Total EFT Payment 2/19/2026 9:43:05 AM - 1				**$95.41**
Total Linde Gas & Equipment Inc.					**$95.41**
Menke Jackson Beyer, LLP					
	26708			**2026 - February - 2nd Council Meeting**	
		113025-MJBLLP			
			November Services		
			001-018-000-515-41-41-01	Legal Services-External	$13.75
				Edgewood-re Suelo Marina, LLC	
		Total 113025-MJBLLP			**$13.75**
	Total 26708				**$13.75**
Total Menke Jackson Beyer, LLP					**$13.75**

Vendor	Number	Reference	Account Number	Description	Amount
Mountain View Community Center					
	26709		**2026 - February - 2nd Council Meeting**		
		021826-MVCC			
			Rental-Council Retreat		
			001-011-000-511-60-45-03	Operating Rentals	$710.00
				6 Hour Rental Fee + Damage Deposit-Council Retreat-March 2026	
		Total 021826-MVCC			**$710.00**
	Total 26709				**$710.00**
Total Mountain View Community Center					**$710.00**
Mt. View-Edgewood Water Co.					
	EFT Payment 2/19/2026 9:37:30 AM - 3		**2026 - February - 2nd Council Meeting**		
		3401-15690 12/8-2/9/26			
			12/8-2/9/26 11912 18th St E		
			001-018-000-518-30-47-02	Water	$70.16
				Nelson Farm Park	
		Total 3401-15690 12/8-2/9/26			**$70.16**
		3401-15865 12/8-2/9/26			
			12/8-2/9/26 10105 24th St E		
			001-018-000-518-30-47-02	Water	$43.61
				Windmill	
		Total 3401-15865 12/8-2/9/26			**$43.61**
		3401-19143 12/8-2/9/26			
			12/8-2/9/26 118th Ave E		
			001-018-000-518-30-47-02	Water	$53.66
				Nelson Nature Park	
		Total 3401-19143 12/8-2/9/26			**$53.66**
		3401-2 12/8-2/9/26			
			12/8-2/9/26 11001 24th St E		
			001-018-000-518-30-47-02	Water	$153.79
				Edgemont Park	
		Total 3401-2 12/8-2/9/26			**$153.79**
	Total EFT Payment 2/19/2026 9:37:30 AM - 3				**$321.22**
Total Mt. View-Edgewood Water Co.					**$321.22**
Premium Pix Photography					
	26710		**2026 - February - 2nd Council Meeting**		
		021226-PPP			
			2026 Council Photos		
			001-011-000-511-60-41-01	Professional Services	$743.17
				2026 Council Photos-Individual Portraits(8) & Group	
		Total 021226-PPP			**$743.17**
	Total 26710				**$743.17**
Total Premium Pix Photography					**$743.17**

Vendor	Number	Reference	Account Number	Description	Amount
Psomas					
	26711		**2026 - February - 2nd Council Meeting**		
		231134			
			Jan Svcs-Interurban Trail Phase III		
			310-000-000-594-76-63-05	Improvements - Cap Park Projects	$28,054.57
				P-1 Interurban Trail Ph 3 Design/Construction	
				Jan Svcs-Interurban Trail Phase III	
		Total 231134			**$28,054.57**
	Total 26711				**$28,054.57**
Total Psomas					**$28,054.57**
Puget Sound Plants, Inc.					
	26712		**2026 - February - 2nd Council Meeting**		
		44757-1			
			January Purchases		
			001-076-000-576-80-31-01	Operational Supplies	$590.78
				Plants-Pierce Conservation District-Nelson Nature Park	
		Total 44757-1			**$590.78**
	Total 26712				**$590.78**
Total Puget Sound Plants, Inc.					**$590.78**
Randles Sand & Gravel Inc.					
	26713		**2026 - February - 2nd Council Meeting**		
		444337			
			February Purchases		
			001-076-000-576-80-31-01	Operational Supplies	$805.51
				Parks	
		Total 444337			**$805.51**
	Total 26713				**$805.51**
Total Randles Sand & Gravel Inc.					**$805.51**
Refunds/Reimbursements Vendor					
	26714		**2026 - February - 2nd Council Meeting**		
		012326-TP		**Tanner M Pettie**	
			Reimbursement-Work Clothing		
			001-022-000-544-20-31-54	Work Clothing/Uniforms	$263.96
				Hoodie;Shirts;Jacket-T.Pettie	
			410-000-000-531-38-31-54	Work Clothing/Uniforms	$113.13
				Hoodie;Shirts;Jacket-T.Pettie	
		Total 012326-TP			**$377.09**
	Total 26714				**$377.09**
Total Refunds/Reimbursements Vendor					**$377.09**

Vendor	Number	Reference	Account Number	Description	Amount
Shell					
	EFT Payment 2/19/2026 9:37:30 AM - 4		**2026 - February - 2nd Council Meeting**		
		110535706			
			001-022-000-548-30-32-01	Fuel	$1,794.69
			Fuel		
			001-022-000-548-30-48-07	Maintenance/Repairs-Vehicles	$75.31
			Oil Change - Vehicle #12		
			410-000-000-531-38-32-01	Fuel	$858.44
			Fuel		
			410-000-000-531-38-48-07	Maintenance & Repairs-Vehicles	$32.28
			Oil Change - Vehicle #12		
		Total 110535706			**$2,760.72**
	Total EFT Payment 2/19/2026 9:37:30 AM - 4				**$2,760.72**
Total Shell					**$2,760.72**
Smarsh, Inc.					
	Direct Pay Payment 2/19/2026 9:43:15 AM - 2		**2026 - February - 2nd Council Meeting**		
		INV-326026			
			1/1-1/31/26 Web Archiving		
			001-018-000-518-85-49-03	Computer Subscriptions	$18.67
			1/1-1/31/26 Web Archiving		
		Total INV-326026			**$18.67**
	Total Direct Pay Payment 2/19/2026 9:43:15 AM - 2				**$18.67**
Total Smarsh, Inc.					**$18.67**
State Auditor's Office					
	Direct Pay Payment 2/19/2026 9:43:15 AM - 3		**2026 - February - 2nd Council Meeting**		
		L173322			
			Audit No. 63072		
			001-014-000-514-20-41-04	State Auditor	$282.20
			2023-2024 Accountability Audit		
		Total L173322			**$282.20**
	Total Direct Pay Payment 2/19/2026 9:43:15 AM - 3				**$282.20**
Total State Auditor's Office					**$282.20**
Tacoma Screw Products Inc					
	26715		**2026 - February - 2nd Council Meeting**		
		130088576-00			
			January Purchases		
			001-022-000-548-30-31-53	PPE-Personal Protective Equipment	$160.22
			Disposable Nitrile Gloves (Qty10 Bxs of 100)		
			410-000-000-531-38-31-53	PPE-Personal Protective Equipment	$68.66

Vendor	Number	Reference	Account Number	Description	Amount
				Disposable Nitrile Gloves (Qty10 Bxs of 100)	
		Total 130088576-00			**$228.88**
	Total 26715				**$228.88**
Total Tacoma Screw Products Inc					**$228.88**
US Bank ACH/EFT					
	EFT Payment 2/19/2026 9:37:54 AM - 1		**2026 - February - 2nd Council Meeting**		
		020626-USB			
			January Safekeeping Fees		
			001-018-000-514-20-42-05	Bank & Bond Fees	$22.00
				January Safekeeping Fees	
		Total 020626-USB			**$22.00**
	Total EFT Payment 2/19/2026 9:37:54 AM - 1				**$22.00**
Total US Bank ACH/EFT					**$22.00**
US Bank Corporate Payment System					
	EFT Payment 2/19/2026 9:37:30 AM - 5		**2026 - February - 2nd Council Meeting**		
		012626-USB			
			January Statement		
			001-013-000-513-10-49-03	Registration & Training	$40.00
				S.Goff-PSFOA-Meeting Registration-R.Pitzel	
			001-014-000-514-20-31-01	Office & Operational Supplies	$60.40
				S.Goff-Tax Bandits-1099 Filing	
			001-014-000-514-20-49-01	Memberships & Subscriptions	$75.00
				S.Goff-PSFOA-2026 Membership Dues	
			001-014-000-514-20-49-03	Registration & Training	$40.00
				S.Goff-PSFOA-Meeting Registration-H.Goraya	
			001-018-000-518-20-31-01	Office & Operational Supplies	$135.02
				J.Bartelson-Costco-Plastic Forks; Garbage Bags; Copy Paper;Water; Cleaning Wipes	
			001-018-000-518-85-49-03	Computer Subscriptions	$69.00
				M.Ray-Dmarcly(Netflare)-Software Subscription (Email Security)	
			001-019-030-514-20-49-01	Memberships & Subscriptions	$195.00
				J.S-Herrera-IIMC-Annual Membership Fee	
			001-019-030-514-20-49-03	Registration & Training	$85.00
				V.Bradeen-IIMC-PD Online Course-Ethical Decision Making	
			001-058-000-558-50-31-54	Work Clothing/Uniforms	$27.38
				D.Davis-Fred Meyer-Shirt	
			001-058-000-558-50-49-01	Memberships & Subscriptions	$100.00
				J.Curbow-WSAPT-Membership Renewal-J.Curbow & M.Hayes	
			001-058-000-558-60-41-08	Legal Notices/Publications	$57.01
				J.Metzler-Click2Mail-NOA Mailing-File No. 26-1006	

Vendor	Number	Reference	Account Number	Description	Amount
			001-076-000-576-80-31-01	Operational Supplies	$76.53
				J.Bartelson-Costco-Paper Towels	
		Total 012626-USB			**$960.34**
	Total EFT Payment 2/19/2026 9:37:30 AM - 5				**$960.34**
Total US Bank Corporate Payment System					**$960.34**
Washington City/County Management Association					
	26716		**2026 - February - 2nd Council Meeting**		
		2083			
			Membership Dues-R.Pitzel		
			001-013-000-513-10-49-01	Memberships & Subscriptions	$210.00
				Membership Dues-12/31/25-12/31/26-R.Pitzel	
		Total 2083			**$210.00**
	Total 26716				**$210.00**
Total Washington City/County Management Association					**$210.00**
West Coast Energy Systems, LLC					
	26717		**2026 - February - 2nd Council Meeting**		
		199612-1			
			PO 2024046		
			001-018-000-518-30-48-03	Maintenance/Repairs - Buildings	$901.69
				Generator Svcs-Major PM Inspection	
		Total 199612-1			**$901.69**
	Total 26717				**$901.69**
Total West Coast Energy Systems, LLC					**$901.69**
Whistle Workwear / Workworld					
	Direct Pay Payment 2/19/2026 9:43:15 AM - 4		**2026 - February - 2nd Council Meeting**		
		013126-WW			
			January Statement		
			001-022-000-544-20-31-54	Work Clothing/Uniforms	$194.17
				Sweatshirts & TShirts-L.Bell,T.Pettie,C.Clifton	
			410-000-000-531-38-31-54	Work Clothing/Uniforms	$83.22
				Sweatshirts & TShirts-L.Bell,T.Pettie,C.Clifton	
		Total 013126-WW			**$277.39**
	Total Direct Pay Payment 2/19/2026 9:43:15 AM - 4				**$277.39**
Total Whistle Workwear / Workworld					**$277.39**
Wilbur-Ellis Company					
	EFT Payment 2/19/2026 9:37:30 AM - 6		**2026 - February - 2nd Council Meeting**		
		17631509			
			January Purchases		
			001-076-000-576-80-31-09	Chemicals	$328.27

Vendor	Number	Reference	Account Number	Description	Amount
				Ground Cover Spray-Vegetation Control	
		Total 17631509			**$328.27**
	Total EFT Payment 2/19/2026 9:37:30 AM - 6				**$328.27**
Total Wilbur-Ellis Company					**$328.27**
Grand Total		**Vendor Count**	**26**		**$66,778.54**

City Of Edgewood
Council Agenda Summary Sheet

Subject: **AB26-0789** - Resolution 26-0789 Authorizing the Mayor to Execute a Washington State Department of Commerce Grant Agreement for FY2026 and FY2027 for Developing a Climate Element with Resiliency and GHG Emissions Reduction Subelements for the City's Comprehensive Plan	**Agenda Item #: 4.D** **For Agenda of: 2/24/2026** **Prepared by: Jeremy Metzler**

Attachments (list):
1. Resolution 26-0789
2. Edgewood_Climate_Contract_26-63330-157_Edgewood Comments

Approval of Materials:		**Expenditure Required:**
Jeremy Metzler		$395,000.00 (Reimbursed by Commerce)
Rachel Pitzel, Assistant City Administrator	02/18/2026	**Amount Budgeted:** N/A
Dave Olson, Mayor	02/18/2026	**Timeline:** ~~02/17/2026 SS~~ 02/24/2026 RCM

Summary Statement:
In 2023, the Washington State Legislature passed Engrossed Second Substitute House Bill 1181, which requires the City of Edgewood to revise its comprehensive plan and development regulations by June 30, 2029, to implement policies and regulations related to climate change and resiliency. The Washington State Department of Commerce then notified the City that it was eligible for up to $500,000 in non-competitive funding to complete this work. Staff previously obtained $105,000 of said funding for the first phase of work, which was completed last summer.

After suggesting Edgewood wait for the 2027 grant cycle to complete the work, Commerce recently re-opened the grant to all interested parties on a first-come, first-serve basis. Staff took the opportunity to apply for the remaining funds and complete the required planning work. The purpose of this resolution (see attached) is to accept the remaining $395,000 in grant funding, and work is scheduled to begin immediately. While staff is still coordinating review of the agreement between legal counsel and Commerce, the form is substantively the same as the last executed agreement, so staff is seeking City Council's authorization pending legal concurrence.

Item History:
N/A

Recommended Action:
MOTION to adopt **AB26-0789** - Resolution 26-0789 Authorizing the Mayor to Execute a Washington State

Department of Commerce Grant Agreement for FY2026 and FY2027 for Developing a Climate Element with Resiliency and GHG Emissions Reduction Subelements for the City's Comprehensive Plan, pending review and concurrence by legal counsel.

Fiscal Note/Consideration:
While not currently in the 2026 budget, staff will prepare the necessary budget amendment upon Council's authorization.

RESOLUTION NO. 26-0789

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, PIERCE COUNTY, WASHINGTON, AUTHORIZING THE MAYOR TO EXECUTE A WASHINGTON STATE DEPARTMENT OF COMMERCE GRANT AGREEMENT FOR FY2026 AND FY2027 FOR DEVELOPING A CLIMATE ELEMENT WITH RESILIENCY AND GHG EMISSIONS REDUCTION SUBELEMENTS FOR THE CITY'S COMPREHENSIVE PLAN

WHEREAS, the City is required by RCW 36.70A.130(5) to review and, if needed, revise its comprehensive plan and development regulations by June 30, 2029, to ensure they comply with the state Growth Management Act (Act) and the requirements of House Bill 1181 (Chapter 228, Laws of 2023); and

WHEREAS, the Washington State Department of Commerce (Commerce) has made available grant funding to assist municipalities in preparing and adopting amendments to implement the requirements related to climate planning, with $500,000 being made available to the City of Edgewood (City); and

WHEREAS, the City previously applied for and was awarded $105,000 of said funding by Commerce in Washington State Fiscal Years (FY) 2023 and 2024; and

WHEREAS, the City has applied for the remaining $395,000 of such grant funding; and

WHEREAS, Commerce has awarded the City a grant in the remaining amount of $395,000 to assist the City in completing the Climate Element work as required by the GMA, for costs from July 1, 2025 to June 30, 2027 (FY 2026 and 2027); and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EDGEWOOD, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Agreement Authorized. The City Council hereby authorizes the Mayor to sign the Interagency Agreement with the Washington State Department of Commerce, Contract Number 26-63330-157, in the total amount of $395,000, and any associated documents, attached and incorporated herein as Exhibit A.

Section 2. Effective Date. This resolution will take effect immediately upon passage by the City Council.

ADOPTED THIS 24TH DAY OF FEBRUARY, 2026

_____

Dave Olson, Mayor

ATTEST:

_____
Jill Schwerzler-Herrera, CMC
City Clerk

Exhibit A

Interagency Agreement with the City of Edgewood through Growth Management Services for the 2025-2027 Climate Planning Grant (Contract Number 26-63330-157)

Interagency Agreement with

City of Edgewood

through

Growth Management Services

Contract Number:
26-63330-157

For

2025-2027 Climate Planning Grant

Dated: Date of Execution

DRAFT

Table of Contents

TABLE OF CONTENTS **2**

FACE SHEET **3**

SPECIAL TERMS AND CONDITIONS **4**

1. AUTHORITY 4
2. ACKNOWLEDGEMENT OF CLIMATE COMMITMENT ACT FUNDING 4
3. CONTRACT MANAGEMENT 4
4. COMPENSATION 4
5. BILLING PROCEDURES AND PAYMENT 4
6. SUBCONTRACTOR DATA COLLECTION 6
7. INSURANCE 6
8. FRAUD AND OTHER LOSS REPORTING 6
9. ORDER OF PRECEDENCE 6

GENERAL TERMS AND CONDITIONS **7**

1. DEFINITIONS 7
2. ALL WRITINGS CONTAINED HEREIN 7
3. AMENDMENTS 7
4. ASSIGNMENT 7
5. CONFIDENTIALITY AND SAFEGUARDING OF INFORMATION 7
6. COPYRIGHT 8
7. DISPUTES 9
8. GOVERNING LAW AND VENUE 9
9. INDEMNIFICATION 9
10. LICENSING, ACCREDITATION AND REGISTRATION 9
11. RECAPTURE 9
12. RECORDS MAINTENANCE 9
13. SAVINGS 10
14. SEVERABILITY 10
15. SUBCONTRACTING 10
16. SURVIVAL 10
17. TERMINATION FOR CAUSE 10
18. TERMINATION FOR CONVENIENCE 11
19. TERMINATION PROCEDURES 11
20. TREATMENT OF ASSETS 12
21. WAIVER 12

ATTACHMENT A: SCOPE OF WORK **13**

ATTACHMENT B: BUDGET **17**

DRAFT

Face Sheet

Contract Number: 26-63330-157

Local Government Division
Growth Management Services
2025-2027Climate Planning Grant

1. Contractor City of Edgewood 10440 Dom Calata Way E Edgewood, WA 98372		**2. Contractor Doing Business As (as applicable)** N/A	
3. Contractor Representative Josh Kubitza Planning Manager (253) 392-2558 josh@cityofedgewood.org		**4. COMMERCE Representative** Noelle Madera Climate Operation Team Lead 509-818-1040 noelle.madera@commerce.wa.gov PO Box 42525 1011 Plum St. SE Olympia, WA 98504	
5. Contract Amount $395,000	**6. Funding Source** **Federal:** ☐ **State:** ☒ **Other:** ☐ **N/A:** ☐	**7. Start Date** Date of Execution	**8. End Date** June 30, 2027
9. Federal Funds (as applicable) N/A	**Federal Agency:** N/A	**ALN** N/A	
10. Tax ID # N/A	**11. SWV #** 0007706-00	**12. UBI #** 601-671-344	**13. UEI #** N/A

14. Contract Purpose
To develop a Climate Element with a Resiliency Subelement and GHG Emissions Reduction Subelement

COMMERCE, defined as the Department of Commerce, and the Contractor, as defined above, acknowledge and accept the terms of this Contract and Attachments and have executed this Contract on the date below and warrant they are authorized to bind their respective agencies. The rights and obligations of both parties to this Contract are governed by this Contract and the following documents incorporated by reference: Contractor Terms and Conditions including Attachment "A" – Scope of Work and Attachment "B" – Budget

FOR CONTRACTOR	**FOR COMMERCE**
DRAFT ONLY - DO NOT SIGN	
<insert name>, <insert title>	Mark K. Barkley, Assistant Director Local Government Division
Date	Date
	APPROVED AS TO FORM ONLY **BY ASSISTANT ATTORNEY GENERAL** **APPROVAL ON FILE**

DRAFT

Special Terms and Conditions

1. AUTHORITY

COMMERCE and Contractor enter into this Contract pursuant to the authority granted by Chapter 39.34 RCW.

2. ACKNOWLEDGEMENT OF CLIMATE COMMITMENT ACT FUNDING

This Agreement is funded in whole or in part by the Climate Commitment Act, Grantee agrees that any website, announcement, press release, and/or publication (written, visual, or sound) used for media-related activities, publicity, and public outreach issued by or on behalf of Grantee which reference programs or projects funded in whole or in part with Washington's Climate Commitment Act (CCA) funds under this Grant, shall contain the following statement:

> "The WA Department of Commerce climate planning grant is supported with funding from Washington's Climate Commitment Act. The CCA supports Washington's climate action efforts by putting cap-and-invest dollars to work reducing climate pollution, creating jobs, and improving public health. Information about the CCA is available at www.climate.wa.gov."

The Grantee agrees to ensure coordinated Climate Commitment Act branding on work completed by or on behalf of the Grantee. The CCA logo must be used in the following circumstances, consistent with the branding guidelines posted at CCA brand toolkit, including:

A. Any project related website or webpage that includes logos from other funding partners;
B. Any publication materials that include logos from other funding partners;
C. Any on-site signage including pre-during Construction signage and permanent signage at completed project sites; and
D. Any equipment purchased with CCA funding through a generally visible decal.

3. CONTRACT MANAGEMENT

The Representative for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Contract.

The Representative for COMMERCE and their contact information are identified on the Face Sheet of this Contract.

The Representative for the Contractor and their contact information are identified on the Face Sheet of this Contract.

4. COMPENSATION

COMMERCE shall pay an amount not to exceed $395,000, for the performance of all things necessary for or incidental to the performance of work under this Contract as set forth in the Scope of Work.

5. BILLING PROCEDURES AND PAYMENT

COMMERCE will pay Contractor upon acceptance of deliverables and services provided and receipt of properly completed invoices, which shall be submitted to the Representative for COMMERCE not more often than monthly nor less than quarterly.

The parties agree this is a performance-based contract intended to produce the deliverables identified in Scope of Work (Attachment A). Payment of any invoice shall be dependent upon COMMERCE'S acceptance of Contractor's performance and/or deliverable. The invoices and attachments shall describe and document, to COMMERCE's satisfaction, deliverables or a description of the work performed, the progress of the project, and fees. The invoice shall include the Contract Number 26-63330-157. Payment shall be considered timely if made by COMMERCE within thirty (30) calendar

DRAFT

days after receipt of properly completed invoices. Payment shall be sent to the address designated by the Contractor.

COMMERCE may, in its sole discretion, terminate the Contract or withhold payments claimed by the Contractor for services rendered if the Contractor fails to satisfactorily comply with any term or condition of this Contract. Before withholding payment or terminating for noncompliance, Commerce will provide written notice and a reasonable opportunity to cure, except in cases of fraud, misuse of funds, or an imminent threat to health or safety.

No payments in advance or in anticipation of services or supplies to be provided under this Agreement shall be made by COMMERCE.

Contract funds must be used only for work covered by this Agreement. All back-up documents such as consultant or subcontractor/subgrantee invoices, expense reports, and/or staff time and expenses related to contract work, should be provided if requested by Commerce.

Final Invoices
Commerce will provide notification of the end of contract due date.

Grant Timeline
COMMERCE will reimburse the Contractor beginning July 1, 2025, for costs paid performing work as described under this Agreement.

Allowable expenses for the performance of work and submission of completed deliverables to Commerce are eligible for reimbursement under this Contract from July 1, 2025, through the end date listed on the Face Sheet, subject to reimbursement requirements stated herein. Commerce shall not reimburse Grantee expenses for activities outside this period.

Duplication of Billed Costs
The Contractor shall not bill COMMERCE for services performed under this Agreement, and COMMERCE shall not pay the Contractor, if the Contractor is entitled to payment or has been or will be paid by any other source, including grants, for that service.

Disallowed Costs
The Contractor is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its subcontractors.

COMMERCE may, in its sole discretion, withhold ten percent (10%) from each payment until acceptance by COMMERCE of the final deliverable (or completion of the project, final report, etc.). Commerce will review the final deliverable and provide written notice of acceptance or written notice of deficiencies within fifteen (15) business days after receipt. Any deficiency notice must describe the deficiencies in reasonable detail. The Contractor will have thirty (30) calendar days after receipt of a deficiency notice to cure and resubmit. Acceptance will not be unreasonably withheld. Commerce will release all amounts withheld under this section within thirty calendar days after final acceptance.

Line Item Modification of Budget

A. Notwithstanding any other provision of this Contract, the Grantee may, at its discretion, make one-time modification or modifications to line items in the Budget (Attachment B) that will not increase the line item by more than twenty percent (20%).

B. The Grantee shall notify COMMERCE in writing (by email) when proposing any budget modification to the Budget (Attachments B). Conversely, Commerce may initiate the budget modification approval process if presented with a request for payment under this Contract that would cause reallocation of line item amount to exceed the twenty percent (20%) threshold increase described above.

DRAFT

C. Any such budget modification or modifications as described above shall require the written approval of COMMERCE (by email), and such written approval shall amend the Budget. Each party to this contract will retain and make any and all documents related to such budget modifications a part of their respective contract file.

D. Nothing in this section shall be construed to permit an increase in the amount of funds available as set forth in Section 4 of this Contract, nor does this section allow any proposed changes to the Scope of Work, including Tasks/Work Items and Deliverables under Attachment A, without specific written approval from COMMERCE by amendment to this contract.

6. SUBCONTRACTOR DATA COLLECTION

Contractor will submit reports, in a form and format to be provided by Commerce and at intervals as agreed by the parties, regarding work under this Contract performed by subcontractors and the portion of Contract funds expended for work performed by subcontractors, including but not necessarily limited to minority-owned, woman-owned, and veteran-owned business subcontractors. "Subcontractors" shall mean subcontractors of any tier.

7. INSURANCE

COMMERCE certifies that it is self-insured under the State's self-insurance liability program, and shall be responsible for losses for which it is found liable. Contractor certifies it is a current member of the Washington Cities Insurance Authority (WCIA) risk pool, and shall be responsible for losses for which it is found liable. ~~Each party certifies that it is self-insured under the State's or local government self-insurance liability program, and shall be responsible for losses for which it is found liable.~~

8. FRAUD AND OTHER LOSS REPORTING

Contractor shall report in writing all known or suspected fraud or other loss of any funds or other property furnished under this Contract immediately or as soon as practicable to the Commerce Representative identified on the Face Sheet.

9. ORDER OF PRECEDENCE

In the event of an inconsistency in this Contract, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable federal and state of Washington statutes and regulations
- Special Terms and Conditions
- General Terms and Conditions
- Attachment A – Scope of Work
- Attachment B – Budget

DRAFT

General Terms and Conditions

1. DEFINITIONS

As used throughout this Contract, the following terms shall have the meaning set forth below:

A. "Authorized Representative" shall mean the Director and/or the designee authorized in writing to act on the Director's behalf.

B. "COMMERCE" shall mean the Washington Department of Commerce.

C. "Contract" or "Agreement" or "Grant" means the entire written agreement between COMMERCE and the Contractor, including any Attachments, documents, or materials incorporated by reference. E-mail or Facsimile transmission of a signed copy of this contract shall be the same as delivery of an original.

D. "Contractor" or "Grantee" shall mean the entity identified on the face sheet performing service(s) under this Contract, and shall include all employees and agents of the Contractor.

E. "Personal Information" shall mean information identifiable to any person, including, but not limited to, information that relates to a person's name, health, finances, education, business, use or receipt of governmental services or other activities, addresses, telephone numbers, social security numbers, driver license numbers, other identifying numbers, and any financial identifiers, and "Protected Health Information" under the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA).

F. "State" shall mean the state of Washington.

G. "Subcontractor" shall mean one not in the employment of the Contractor, who is performing all or part of those services under this Contract under a separate contract with the Contractor. The terms "subcontractor" and "subcontractors" mean subcontractor(s) in any tier.

2. ALL WRITINGS CONTAINED HEREIN

This Contract contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or to bind any of the parties hereto.

3. AMENDMENTS

This Contract may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

4. ASSIGNMENT

Neither this Contract, work thereunder, nor any claim arising under this Contract, shall be transferred or assigned by the Contractor without prior written consent of COMMERCE.

5. CONFIDENTIALITY AND SAFEGUARDING OF INFORMATION

A. "Confidential Information" as used in this section includes:

i. All material provided to the Contractor by COMMERCE that is designated as "confidential" by COMMERCE;

ii. All material produced by the Contractor that is designated as "confidential" by COMMERCE; and

DRAFT

iii. All Personal Information in the possession of the Contractor that may not be disclosed under state or federal law.

B. The Contractor shall comply with all state and federal laws related to the use, sharing, transfer, sale, or disclosure of Confidential Information. The Contractor shall use Confidential Information solely for the purposes of this Contract and shall not use, share, transfer, sell or disclose any Confidential Information to any third party except with the prior written consent of COMMERCE or as may be required by law. The Contractor shall take all necessary steps to assure that Confidential Information is safeguarded to prevent unauthorized use, sharing, transfer, sale or disclosure of Confidential Information or violation of any state or federal laws related thereto. Upon request, the Contractor shall provide COMMERCE with its policies and procedures on confidentiality. COMMERCE may require changes to such policies and procedures as they apply to this Contract whenever COMMERCE reasonably determines that changes are necessary to prevent unauthorized disclosures. The Contractor shall make the changes within the time period specified by COMMERCE. Upon request, the Contractor shall immediately return to COMMERCE any Confidential Information that COMMERCE reasonably determines has not been adequately protected by the Contractor against unauthorized disclosure.

C. Unauthorized Use or Disclosure. The Contractor shall notify COMMERCE within five (5) working days of any unauthorized use or disclosure of any confidential information, and shall take necessary steps to mitigate the harmful effects of such use or disclosure.

D. Public Records. Nothing in this Contract is intended to restrict the Contractor from complying with the Washington Public Records Act, RCW chapter 42.56, or any other applicable law requiring disclosure of public records. If the Contractor receives a public records request that may include information COMMERCE has designated as confidential, the Contractor will provide notice to COMMERCE so they may seek any available protections. The Contractor will make the final determination regarding disclosure consistent with applicable law and will not be liable for any disclosure made in good faith compliance with the Public Records Act.

~~C.~~ **E.** Data classification and data sharing agreement. The parties anticipate that performance of this Contract will not require the exchange of Category 3 or higher data. The Contractor will not provide Category 3 or higher data to COMMERCE or to any subcontractor under this Contract, the parties will first execute a written data sharing agreement that complies with applicable law and the OCIO data classification and data sharing requirements.

6. COPYRIGHT

Unless otherwise provided, all Materials produced under this Contract shall be considered "works for hire" as defined by the U.S. Copyright Act and shall be owned by COMMERCE. COMMERCE shall be considered the author of such Materials. In the event the Materials are not considered “works for hire” under the U.S. Copyright laws, the Contractor hereby irrevocably assigns all right, title, and interest in all Materials, including all intellectual property rights, moral rights, and rights of publicity to COMMERCE effective from the moment of creation of such Materials.

“Materials” means all items in any format and includes, but is not limited to, data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. “Ownership” includes the right to copyright, patent, register and the ability to transfer these rights.

For Materials that are delivered under the Contract, but that incorporate pre-existing materials not produced under the Contract, the Contractor hereby grants to COMMERCE a nonexclusive, royalty-free, irrevocable license (with rights to sublicense to others) in such Materials to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. The Contractor warrants and represents that the Contractor has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to grant such a license to COMMERCE.

The Contractor shall exert all reasonable effort to advise COMMERCE, at the time of delivery of Materials furnished under this Contract, of all known or potential invasions of privacy contained therein and of any portion of such document which was not produced in the performance of this Contract. The Contractor shall provide COMMERCE with prompt written notice of each notice or claim of infringement received by the Contractor with respect to any Materials delivered under this Contract. COMMERCE shall have the right to modify or remove any restrictive markings placed upon the Materials by the Contractor. Unless otherwise provided, all Materials produced under this Contract shall be considered works for hire, to the extent permitted by the US Copyright Act, and shall be owned by COMMERCE.

7. DISPUTES

In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, Agreement terms and applicable statutes and rules and make a determination of the dispute. The Dispute Board shall thereafter decide the dispute with the majority prevailing. The determination of the Dispute Board shall be final and binding on the parties hereto. As an alternative to this process, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control.

8. GOVERNING LAW AND VENUE

This Contract shall be construed and interpreted in accordance with the laws of the state of Washington, and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

9. INDEMNIFICATION

Each party shall be solely responsible for the acts of its employees, officers, and agents.

10. LICENSING, ACCREDITATION AND REGISTRATION

The Contractor shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements or standards necessary for the performance of this Contract.

11. RECAPTURE

In the event that the Contractor fails to perform this Contract in accordance with state laws, federal laws, and/or the provisions of this Contract, COMMERCE reserves the right to recapture funds in an amount to compensate COMMERCE for the noncompliance in addition to any other remedies available at law or in equity.

Before exercising recapture, COMMERCE will provide the Contractor written notice describing the alleged noncompliance in reasonable detail and will allow the Contractor thirty (30) calendar days to cure the noncompliance or to submit a corrective action plan acceptable to COMMERCE. COMMERCE will not pursue recapture for issues that are timely cured or resolved. Any recapture amount must be limited to costs that are disallowed or not in compliance with this Contract and must be supported by a written explanation of the calculation.

Repayment by the Contractor of funds under this recapture provision shall occur within the time period specified by COMMERCE. In the alternative, COMMERCE may recapture such funds from payments due under this Contract.

12. RECORDS MAINTENANCE

The Contractor shall maintain books, records, documents, data and other evidence relating to this contract and performance of the services described herein, including but not limited to accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract.

DRAFT

The Contractor shall retain such records for a period of six years following the date of final payment. At no additional cost, these records, including materials generated under the contract, shall be subject at all reasonable times to inspection, review or audit by COMMERCE, personnel duly authorized by COMMERCE, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

13. SAVINGS

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Contract and prior to normal completion, COMMERCE may suspend or terminate the Contract under the "Termination for Convenience" clause, without the ten calendar day notice requirement. In lieu of termination, the Contract may be amended to reflect the new funding limitations and conditions.

14. SEVERABILITY

The provisions of this contract are intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the contract.

15. SUBCONTRACTING

The Contractor may only subcontract work contemplated under this Contract if it obtains the prior written approval of COMMERCE.

If COMMERCE approves subcontracting, the Contractor shall maintain written procedures related to subcontracting, as well as copies of all subcontracts and records related to subcontracts. For cause, COMMERCE in writing may: (a) require the Contractor to amend its subcontracting procedures as they relate to this Contract; (b) prohibit the Contractor from subcontracting with a particular person or entity; or (c) require the Contractor to rescind or amend a subcontract.

Every subcontract shall bind the Subcontractor to follow all applicable terms of this Contract. The Contractor is responsible to COMMERCE if the Subcontractor fails to comply with any applicable term or condition of this Contract. The Contractor shall appropriately monitor the activities of the Subcontractor to assure fiscal conditions of this Contract. In no event shall the existence of a subcontract operate to release or reduce the liability of the Contractor to COMMERCE for any breach in the performance of the Contractor's duties.

Every subcontract shall include a term that COMMERCE and the State of Washington are not liable for claims or damages arising from a Subcontractor's performance of the subcontract.

16. SURVIVAL

The terms, conditions, and warranties contained in this Contract that by their sense and context are intended to survive the completion of the performance, cancellation or termination of this Contract shall so survive.

17. TERMINATION FOR CAUSE

In the event COMMERCE determines the Contractor has failed to comply with the conditions of this contract in a timely manner, COMMERCE has the right to suspend or terminate this contract. Before suspending or terminating the contract, COMMERCE shall notify the Contractor in writing of the need to take corrective action. If corrective action is not taken within 30 calendar days, the contract may be terminated or suspended.

In the event of termination or suspension, the Contractor shall be liable for damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, e.g., cost of the competitive bidding, mailing, advertising and staff time.

DRAFT

COMMERCE reserves the right to suspend all or part of the contract, withhold further payments, or prohibit the Contractor from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the Contractor or a decision by COMMERCE to terminate the contract. A termination shall be deemed a "Termination for Convenience" if it is determined that the Contractor: (1) was not in default; or (2) failure to perform was outside of his or her control, fault or negligence.

The rights and remedies of COMMERCE provided in this contract are not exclusive and are, in addition to any other rights and remedies, provided by law.

18. TERMINATION FOR CONVENIENCE

Except as otherwise provided in this Contract, COMMERCE may, by ten (10) business days' written notice, beginning on the second day after the mailing, terminate this Contract, in whole or in part. If this Contract is so terminated, COMMERCE shall be liable only for payment required under the terms of this Contract for services rendered or goods delivered prior to the effective date of termination.

19. TERMINATION PROCEDURES

Upon termination of this contract, COMMERCE, in addition to any other rights provided in this contract, may require the Contractor to deliver to COMMERCE any property specifically produced or acquired for the performance of such part of this contract as has been terminated. The provisions of the "Treatment of Assets" clause shall apply in such property transfer.

COMMERCE shall pay to the Contractor the agreed upon price, if separately stated, for completed work and services accepted by COMMERCE, and the amount agreed upon by the Contractor and COMMERCE for (i) completed work and services for which no separate price is stated, (ii) partially completed work and services, (iii) other property or services that are accepted by COMMERCE, and (iv) the protection and preservation of property, unless the termination is for default, in which case the Authorized Representative shall determine the extent of the liability of COMMERCE. Failure to agree with such determination shall be a dispute within the meaning of the "Disputes" clause of this contract. COMMERCE may withhold from any amounts due the Contractor such sum as the Authorized Representative determines to be necessary to protect COMMERCE against potential loss or liability.

The rights and remedies of COMMERCE provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

After receipt of a notice of termination, and except as otherwise directed by the Authorized Representative, the Contractor shall:

A. Stop work under the contract on the date, and to the extent specified, in the notice;

B. Place no further orders or subcontracts for materials, services, or facilities except as may be necessary for completion of such portion of the work under the contract that is not terminated;

C. Assign to COMMERCE, in the manner, at the times, and to the extent directed by the Authorized Representative, all of the rights, title, and interest of the Contractor under the orders and subcontracts so terminated, in which case COMMERCE has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts;

D. Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of the Authorized Representative to the extent the Authorized Representative may require, which approval or ratification shall be final for all the purposes of this clause;

E. Transfer title to COMMERCE and deliver in the manner, at the times, and to the extent directed by the Authorized Representative any property which, if the contract had been completed, would have been required to be furnished to COMMERCE;

F. Complete performance of such part of the work as shall not have been terminated by the Authorized Representative; and

G. Take such action as may be necessary, or as the Authorized Representative may direct, for the protection and preservation of the property related to this contract, which is in the possession of the Contractor and in which COMMERCE has or may acquire an interest.

20. TREATMENT OF ASSETS

Title to all property furnished by COMMERCE shall remain in COMMERCE. Title to all property furnished by the Contractor, for the cost of which the Contractor is entitled to be reimbursed as a direct item of cost under this contract, shall pass to and vest in COMMERCE upon delivery of such property by the Contractor. Title to other property, the cost of which is reimbursable to the Contractor under this contract, shall pass to and vest in COMMERCE upon (i) issuance for use of such property in the performance of this contract, or (ii) commencement of use of such property in the performance of this contract, or (iii) reimbursement of the cost thereof by COMMERCE in whole or in part, whichever first occurs.

A. Any property of COMMERCE furnished to the Contractor shall, unless otherwise provided herein or approved by COMMERCE, be used only for the performance of this contract.

B. The Contractor shall be responsible for any loss or damage to property of COMMERCE that results from the negligence of the Contractor or which results from the failure on the part of the Contractor to maintain and administer that property in accordance with sound management practices.

C. If any COMMERCE property is lost, destroyed or damaged, the Contractor shall immediately notify COMMERCE and shall take all reasonable steps to protect the property from further damage.

D. The Contractor shall surrender to COMMERCE all property of COMMERCE prior to settlement upon completion, termination or cancellation of this contract.

E. All reference to the Contractor under this clause shall also include Contractor's employees, agents or Subcontractors.

21. WAIVER

Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this Contract unless stated to be such in writing and signed by Authorized Representative of COMMERCE.

DRAFT

Attachment A: Scope of Work

Resilience Sub-Element SOW

Section, Steps, Tasks and Deliverables	Description	Start/End Date
Section 2	**Planning and Engagement**	**2/2026 – 5/2026**
Task 2.1	Form a Climate Advisory Team (CAT)	2/2026 – 3/2026
Task 2.2	Establish Public Engagement Strategy	Completed (6/2025)
Task 2.3	Establish Tribal Engagement Strategy	Completed (6/2025)
Task 2.3.1	Update Engagement Strategy to incorporate GHG sub-element & any changes from previous year including CAT feedback	3/2026 – 5/2026
Task 2.4	Develop a Vision Statement	3/2026 – 5/2026
Deliverable 1	**Planning and Engagement: Submit a memo summarizing completion of Section 2 tasks with work samples or a copy of the completed Climate Element Workbook.**	**Due 5/30/2026**
Section 3, Step 1	**Resilience Sub-Element**	**3/2026 – 6/2027**
Task 1.1	Identify Community Assets	2/2026 – 5/2026
Task 1.2	Explore Hazards and Changes in the Climate (draft Climate Impact Assessment) 80% completed in June 2025. For this SOW, the draft assessment will be finalized.	2/2026 – 6/2026
Task 1.3	Pair Assets and Hazards and Describe Exposure and Consequences	4/2026 – 6/2026
Task 1.4	Identify Priority Climate Hazards	6/2026

DRAFT

Section, Steps, Tasks and Deliverables	Description	Start/End Date
Deliverable 2	**Explore Climate Impacts: Submit a memo summarizing completion of Section 3 Tasks 1.1 through 1.4 with work samples or a copy of the completed Climate Element Workbook.**	**Due 6/30/2026**
Section 3, Step 2	*Audit Plans & Policies – this step was completed in 2025, however as we progress in the climate planning process, we acknowledge that updates may be made to the policy audit as more information becomes available. No additional budget is being requested for the policy audit as part of this grant application.*	*Completed (6/2025)*
Section 3, Step 3	**Assess Vulnerability & Risk**	**4/2026 – 10/2026**
Task 3.1	Assess Sensitivity	4/2026 – 5/2026
Task 3.2	Assess Adaptive Capacity	2/2026 – 9/2026
Task 3.3	Characterize Vulnerability	4/2026 – 8/2026
Task 3.4	Characterize Risk	3/2026 – 6/2026
Task 3.5	Decide Course of Action (take action or accept risk)	10/2026
Deliverable 3	**Assess Vulnerability & Risk: Submit a memo summarizing completion of Tasks 3.1 through 3.5 with work samples or a copy of the completed Climate Element Workbook.**	**Due 10/30/2026**
Section 3, Step 4	**Develop Climate Resilience Sub-Element: Pursue Pathway (either update existing goals/policies and/or adopt new goals/policies)**	**10/2026 – 3/2027**
Task 4.1	Develop Goals	10/2026 – 3/2027
Task 4.2	Develop Policies	10/2026 – 3/2027
Task 4.3	Identify Policy Co-benefits	10/2026 – 3/2027

DRAFT

Section, Steps, Tasks and Deliverables	Description	Start/End Date
Deliverable 4	**Draft Climate Resilience Sub-Element Resilience (Pathway 2 Tasks: develop draft Resilience Sub-Element and/or updated policies): Submit a memo summarizing completion of Tasks 4.1 through 4.3 or submit a copy of completed Climate Element Workbook.**	**3/30/2027**
Section 3, Step 5	**Integrate Goals & Policies (finalize Resilience Sub-Element)**	**3/2027 – 6/2027**
Task 5.1	Review and finalize resilience goals and policies.	3/2027 – 6/2027
Task 5.2	Present to Planning Commission & City Council for review	3/2027 – 6/2027
Deliverable 5 (Final)	**Integration & Final Draft Climate Resiliency Sub-Element: Submit a memo summarizing completion of this task.**	**6/15/2027**
Deliverable 6 (Final)	**Submit documentation describing how and when overburdened communities and vulnerable populations, including tribes, were encouraged to participate in the development of the new or amended climate policies and goals per RCW 36.70A.020. For the City of Edgewood, this memo will include engagement for both sub-elements.**	**6/15/2027**

GHG Emissions Reduction Sub-Element SOW

Section, Steps, Tasks and Deliverables	Description	Start/End Date
Section 4, Pathway 2	**Conduct Community-Scale GHG Inventory (Determine Scope, Scale, and Identify All Local Emissions Sources)**	**2/2026 – 8/2026**
Task 2.1b	Define the study area and scope of emissions	2/2026 – 3/2026
Task 2.2b	Determine baseline year	2/2026 – 3/2026
Task 2.3b	Identify study methodology	2/2026 – 3/2026

Section, Steps, Tasks and Deliverables	Description	Start/End Date
Task 3.1b	Collect Data	3/2026 – 5/2026
Task 3.2b	Develop GHG Emissions Inventory Management Plan	5/2026 – 7/2026
Task 4.1b	Quantify emissions & communicate initial analysis	4/2026 – 8/2026
Section 4, Step 4.2b	Set Emissions-Reduction Targets	8/2026
Deliverable 1	**GHG Emissions Inventory: Submit a memo summarizing completion of this step with work samples or a copy of the completed Climate Element Workbook.**	**8/30/2026**
Section 5	**Develop Draft GHG Reduction Sub-Element**	**8/2026 – 3/2027**
Section 5, Task 5.1	Explore Model Measures & Customize Goals & Policies for the City of Edgewood	8/2026 – 11/2026
Task 5.2	Prioritize Policies by Criteria including GHG reduction effectiveness, Co-benefits, & Environmental Justice criteria	12/2027 – 2/2027
Deliverable 2	**Draft GHG Reduction Sub-element**	**03/30/2027**
Section 5	**Integrate Goals & Policies (finalize GHG Reduction Sub-Element)**	**3/2027 – 6/2027**
Task 5.3	Organize GHG Reduction Sub-element for Integration & Consistency with Countywide planning	3/2027 – 5/2027
Task 5.4	Present draft CE to Plan Commission & City Council for review	3/2027 – 6/2027
Deliverable 3 (Final)	**Integration & Final Draft GHG Reduction Sub-Element: Submit a memo summarizing completion of**	**6/15/2027**

DRAFT

Attachment B: Budget

Deliverables	Grant Funds
Resilience Deliverable 1: Planning & Engagement	$45,000
Resilience Deliverable 2: Explore Climate Impacts	$35,000
Resilience Deliverable 3: Access Vulnerability & Risk	$100,000
Resilience Deliverable 4: Draft Climate Resilience Sub-Element	$55,000
Resilience Deliverable 5: Integration & Final Resilience Sub-Element	$20,000
Resilience Deliverable 6: Submit documentation describing how and when overburdened communities and vulnerable populations, including tribes, were encouraged to participate in the development of the new or amended climate policies and goals per RCW 36.70A.020. For the City of Edgewood, this memo will include engagement for both sub-elements.	$5,000
GHG Deliverable 1: GHG Emissions Inventory	$60,000
GHG Deliverable 2: Draft GHG Reduction Sub-Element	$55,000
GHG Deliverable 3: Integration & Final GHG Reduction Sub-Element	$20,000
Grant Total:	**$395,000**

DRAFT

City Of Edgewood
Council Agenda Summary Sheet

Subject: **AB26-0790** - Resolution 26-0790 Awarding the Contract for the Climate Element Preparation Phase 2 to Measure Meant Consulting Inc	**Agenda Item #: 4.E** **For Agenda of: 2/24/2026** **Prepared by: Jeremy Metzler**

Attachments (list):
1. Resolution 26-0790
2. Measure Meant Professional Services Agreement

Approval of Materials:		**Expenditure Required:**
Jeremy Metzler		$320,000.00
Rachel Pitzel, Assistant City Administrator	02/18/2026	**Amount Budgeted:** $395,000.00 (Grant Funded)
Dave Olson, Mayor	02/18/2026	**Timeline:** 02/17/2026 SS 02/24/2026 RCM

Summary Statement:
The City is required by RCW 36.70A.130(5) to review and, if needed, revise its comprehensive plan and development regulations by June 30, 2029, to ensure they comply with the state Growth Management Act (Act) and the requirements of House Bill 1181 (Chapter 228, Laws of 2023). The City Council reviewed a draft resolution earlier tonight that would authorize the Mayor to execute an agreement with the Washington State Department of Commerce for $395,000.00 in remaining grant funds, to be reimbursed to the City upon delivery of key documents including but not limited to a finished Climate Element for the City's Comprehensive Plan, with Resiliency and Greenhouse Gas (GHG) Reduction Sub-elements, by June 15, 2027.

The City Council previously awarded a contract to Measure Meant Consulting, Inc. (Measure Meant) under Resolution 25-0762 on January 14, 2025, following a competitive solicitation process that reserved the City's right to retain the services of the successful firm for future work. Staff has negotiated an acceptable scope of work and budget with Measure Meant, totaling $320,000.00, and recommends Council consider the attached authorizing resolution and contract.

Item History:
N/A

Recommended Action:
MOTION to adopt **AB26-0790** - Resolution 26-0790 Awarding the Contract for the Climate Element Preparation Phase 2 to Measure Meant Consulting Inc

Fiscal Note/Consideration:
The total amount awarded for this phase of the grant is $395,000, and Measure Meant has requested

$320,000 to complete the work, resulting in a net positive on the general fund budget of $75,000. While not currently in the 2026 budget, staff will prepare the necessary budget amendment upon Council's authorization.

RESOLUTION NO. 26-0790

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, PIERCE COUNTY, WASHINGTON, AWARDING THE CONTRACT FOR THE CLIMATE ELEMENT PREPARATION PHASE 2 TO MEASURE MEANT CONSULTING, INC., IN THE AMOUNT OF $320,000.00

WHEREAS, the City is required by RCW 36.70A.130(5) to review and, if needed, revise its comprehensive plan and development regulations by June 30, 2029, to ensure they comply with the state Growth Management Act (Act) and the requirements of House Bill 1181 (Chapter 228, Laws of 2023); and

WHEREAS, the City Council approved Resolution 26-0789 on February 24, 2026, authorizing the Mayor to execute an Interagency Agreement with the Washington State Department of Commerce, Contract Number 26-63330-157, for grant funds in the total amount of $395,000.00 to be reimbursed to the City upon delivery of key documents including but not limited to a finished Climate Element for the City's Comprehensive Plan, with Resiliency and Greenhouse Gas (GHG) Reduction Sub-elements, by June 15, 2027; and

WHEREAS, the City Council previously awarded a contract to Measure Meant Consulting, Inc. (Measure Meant) under Resolution 25-0762 on January 14, 2025, following a competitive solicitation process that reserved the City's right to retain the services of the successful firm for future work; and

WHEREAS, staff negotiated an acceptable scope of work and budget with Measure Meant, totaling $320,000.00; and

WHEREAS, the City Council considered staff's recommendation during its regular Council meeting of February 24, 2026, and determined that the contract for the Climate Element Preparation Phase 2 should be awarded to Measure Meant;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EDGEWOOD, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Contract Authorized. The City Council hereby authorizes the Mayor to execute the contract between the City of Edgewood and Measure Meant Consulting, Inc. in the amount of $320,000.00 for the Climate Element Preparation required by HB 1181. A copy of such contract is attached hereto as Exhibit A.

Section 2. Effective Date. This resolution will take effect immediately upon passage by the City Council.

ADOPTED THIS 27TH DAY OF FEBRUARY, 2026

_____

Dave Olson, Mayor

ATTEST:

_____
Jill Schwerzler-Herrera, CMC
City Clerk

Exhibit A

Professional Services Agreement between the City of Edgewood and
Measure Meant Consulting, Inc. for the Climate Element Preparation required by HB 1181

CITY OF EDGEWOOD PROFESSIONAL SERVICES AGREEMENT

THIS Agreement is made effective as of the 24th day of February, 2026, by and between the City of Edgewood, a municipal corporation, organized under the laws of the State of Washington, whose address is:

CITY OF EDGEWOOD, WASHINGTON **(**hereinafter the **"CITY")**
10440 Dom Calata Way E
Edgewood, Washington 98372
Contact: Mayor Dave Olson
Phone: (253) 952-3299

and Measure Meant Consulting, Inc., a social purpose corporation organized under the laws of the State of Washington, doing business at:

Measure Meant **(**hereinafter the **"CONSULTANT")**
25 W Main Ave
Spokane, WA, 99201
Contact: Kara Odegard, Founding Partner
Phone: (509) 939-8665

for professional services in connection with the following Project:

Climate Element Preparation Phase 2 – HB 1181

TERMS AND CONDITIONS

1. Services by Consultant.

A. The Consultant shall perform the services described in the Scope of Work attached to this Agreement as Exhibit "A." The services performed by the Consultant shall not exceed the Scope of Work without prior written authorization from the City.

B. The City may from time to time require changes or modifications in the Scope of Work. Such changes, including any decrease or increase in the amount of compensation, shall be agreed to by the parties and incorporated in written amendments to the Agreement.

2. Schedule of Work.

The Consultant shall perform the services described in the Scope of Work in accordance with the Schedule attached to this contract as Exhibit "A." If delays beyond the Consultant's reasonable control occur, the parties will negotiate in good faith to determine whether an extension is appropriate.

3. Terms. This Agreement shall commence on February 24, 2026, ("Commencement Date") and shall terminate on December 31, 2027 unless extended or terminated in writing as provided herein.

4. Compensation.

☒ LUMP SUM. Compensation for these services shall be a Lump Sum not to exceed $320,000.00, as detailed in Exhibit "A", which includes all applicable tax.

☐ TIME AND MATERIALS NOT TO EXCEED. Compensation for these services shall not exceed $_____, including all applicable tax, without written authorization and will be based on billing rates and reimbursable expenses attached hereto as Exhibit "A".

☐ TIME AND MATERIALS. Compensation for these services shall be on a time and material basis according to the list of billing rates and reimbursable expenses attached hereto as Exhibit "_____."

☐ OTHER. _____

5. Payment.

A. The Consultant shall complete monthly project updates, including progress reports against each deliverable, and submit them along with monthly invoices in a format acceptable to the City for work performed to the date of the invoice.

B. All invoices shall be paid by City warrant within sixty (60) days of receipt of a proper invoice. If the City objects to all or any portion of any invoice, it shall so notify the Consultant of the same within fifteen (15) days from the date of receipt and shall pay that portion of the invoice not in dispute, and the parties shall immediately make every effort to settle the disputed portion.

C. The Consultant shall keep cost records and accounts pertaining to this Agreement available for inspection by City representatives for three (3) years after final payment unless a longer period is required by a third-party agreement. Copies shall be made available on request.

D. If the services rendered do not meet the requirements of the Agreement, the Consultant will correct or modify the work to comply with the Agreement. City may withhold payment for such work until the work meets the requirements of the Agreement.

6. Discrimination and Compliance with Laws

A. The Consultant agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Agreement because of race, creed, color, national origin, marital status, sex, age, disability, or other circumstance prohibited by federal, state, or local law or ordinance, except for a bona fide occupational qualification.

B. The Consultant agrees to comply with all federal, state and municipal laws, rules and regulations that are now effective or become applicable within the terms of this Agreement to the Consultant's business, equipment and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.

C. The Consultant shall obtain a City of Edgewood business license prior to receipt of written Notice to Proceed.

D. Violation of this Paragraph 6 shall be a material breach of this Agreement and grounds for cancellation, termination, or suspension of the Agreement by City, in whole or in part, and may result in ineligibility for further work for the City.

7. Relationship of Parties. The parties intend that an independent contractor-client relationship will be created by this Agreement. As the Consultant is customarily engaged in an independently established trade which encompasses the specific service provided to the City hereunder, no agent, employee, representative or sub-consultant of the Consultant shall be or shall be deemed to be the employee, agent, representative or sub-consultant of the City. In the performance of the work, the Consultant is an independent contractor with the ability to control and direct the performance and details of the work, subject to the City's approval and general right of inspection to secure the satisfactory completion thereof. None of the benefits provided by the City to its employees including, but not limited to, compensation, insurance, and unemployment insurance are available from the City to the employees, agents, representatives or sub-consultants of the Consultant. The Consultant will be solely and entirely responsible for its acts and for the acts of its agents, employees, representatives and sub-consultants during the performance of this Agreement. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that the Consultant performs hereunder.

8. Suspension and Termination of Agreement

A. Termination. This Agreement may be terminated by the City at any time upon 10 days' written notice to the Consultant.

B. Rights Upon Termination.

1. *With or Without Cause.* Upon termination for any reason, all finished or unfinished documents, reports, or other material or work of the Consultant pursuant to this Agreement shall be submitted to City, and the Consultant shall be entitled to just and equitable compensation for any satisfactory work completed prior to the date of termination, not to exceed the total compensation set forth herein. The Consultant shall not be entitled to any reallocation of cost, profit or overhead. The Consultant shall not in any event be entitled to anticipated profit on work not performed because of such termination. The Consultant shall use its best efforts to minimize the compensation payable under this Agreement in the event of such termination. Upon termination, the City may take over the work and prosecute the same to completion, by contract or otherwise.

2. *Default.* If the Agreement is terminated for default, the Consultant shall not be entitled to receive any further payments under the Agreement until all work called for has been fully performed. Any extra cost or damage to the City resulting from such default(s) shall be deducted from any money due or coming due to the Consultant. The Consultant shall bear any extra expenses incurred by the City in completing the work, including all increased costs for completing the work, and all damage sustained, or which may be sustained by the City by reason of such default.

C. Suspension. The City may suspend this Agreement, at its sole discretion. Any reimbursement for expenses incurred due to the suspension shall be limited to the Consultant's reasonable expenses, and shall be subject to verification. The Consultant shall resume performance of services under this Agreement without delay when the suspension period ends.

D. Notice of Termination or Suspension. If delivered to the Consultant in person, termination shall be effective immediately upon the Consultant's receipt of the City's written notice or such date as stated in the City's notice of termination, whichever is later. Notice of suspension shall be given to the Consultant in writing upon one week's advance notice to the Consultant. Such notice shall indicate the anticipated period of suspension. Notice may also be delivered to the Consultant at the address set forth in Section 15 herein.

9. Standard of Care. The Consultant represents and warrants that it has the requisite training, skill and experience necessary to provide the services under this Agreement and is appropriately accredited and licensed by all applicable agencies and governmental entities. Services provided by the Consultant under this Agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing in similar circumstances.

10. Ownership of Work Product.

A. All data materials, reports, memoranda, and other documents developed under this Agreement whether finished or not shall become the property of the City, shall be forwarded to the City at its request and may be used by the City as it sees fit. Upon termination of this Agreement pursuant to paragraph 8 above, all finished or unfinished documents, reports, or other material or work of the Consultant pursuant to this Agreement shall be submitted to the City.

B. All written information submitted by the City to the Consultant in connection with the services performed by the Consultant under this Agreement will be safeguarded by the Consultant to at least the same extent as the Consultant safeguards like information relating to its own business. If such information is publicly available or is already in the Consultant's possession or known to it, or is rightfully obtained by the Consultant from third parties, the Consultant shall bear no responsibility for its disclosure, inadvertent or otherwise.

11. Work Performed at the Consultant's Risk. The Consultant shall take all precautions necessary and shall be responsible for the safety of its employees, agents and sub-consultants in the performance of the work hereunder, and shall utilize all protection necessary for that purpose. All work shall be done at the Consultant's own risk, and the Consultant shall be responsible for any loss or damage to materials, tools, or other articles used or held by the Consultant for use in connection with the work.

12. Indemnification / Hold Harmless. The Consultant shall defend (except for claims arising from alleged professional negligence), indemnify and hold the City, its officers, officials, employees and volunteers ("Indemnitees") harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence and/or willful misconduct of the Indemnitees.

However, should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity

under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

13. Insurance. The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

A. No limitation. The Consultant's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

B. Minimum Scope of Insurance

The Consultant shall obtain insurance of the types and coverage described below:

1. Automobile Liability: It is understood that Measure Meant does not own company vehicles nor does Measure Meant carry automobile insurance for employees. Each employee and permitted subcontractor must ensure their own individual auto insurance coverage with a $500,000 combined single limit per accident for bodily injury and property damage.

2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO endorsement form CG 20 26.

3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

4. Professional Liability insurance appropriate to the Consultant's profession.

C. Minimum Amounts of Insurance

The Consultant shall maintain the following insurance limits:

1. Automobile Liability: Not applicable, see B.1 above.

2. Commercial General Liability insurance shall be written with limits no less than $1,000,000 each occurrence, $1,000,000 general aggregate.

3. Professional Liability insurance shall be written with limits no less than $1,000,000 per claim and $1,000,000 policy aggregate limit.

D. City Full Availability of Consultant Limits

If the Consultant maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this Agreement or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the Consultant.

E. Other Insurance Provisions

The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain or be endorsed to contain that they shall be primary insurance as respect the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.

F. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.

G. Verification of Coverage

The Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Agreement before commencement of the work.

H. Notice of Cancellation.

The Consultant shall provide the City with written notice of any policy cancellation within two business days of their receipt of such notice.

I. Failure to Maintain Insurance.

Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days' notice to the Consultant to correct the breach, immediately terminate the Agreement or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.

14. Assigning or Subcontracting. The Consultant shall not assign, transfer, subcontract or encumber any rights, duties, or interests accruing from this Agreement without the express prior written consent of the City, which consent may be withheld in the sole discretion of the City.

15. **Notice.** Any notices required to be given by the City to the Consultant or by the Consultant to the City shall be in writing and delivered to the parties at the following addresses:

CITY OF EDGEWOOD	**MEASURE MEANT**
Josh Kubitza, Planning Manager	Kara Odegard, Founding Partner
10440 Dom Calata Way E	25 W Main Ave
Edgewood, WA 98372	Spokane, WA 99201
Phone: 253-952-3299	Phone: 509-939-8665
Email: josh@cityofedgewood.org	Email: kara@measurepnw.com

Receipt of any notice shall be deemed effective three (3) days after deposit of written notice in the U.S. mail with proper postage and address.

16. Resolution of Disputes and Governing Law.

A. Should any dispute, misunderstanding or conflict arise as to the terms and conditions contained in this Agreement, the parties agree that they shall undertake reasonable attempts at negotiation and compromise, including, but not limited to, informal negotiation, mediation, or arbitration, prior to instituting any legal proceedings. If the parties are unable to resolve any dispute after such reasonable attempts at negotiation and compromise, jurisdiction of any resulting litigation shall be filed in Pierce County Superior Court, Pierce County, Washington.

B. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. In any suit or action instituted to enforce any right granted in this Agreement, the substantially prevailing party shall be entitled to recover its costs, disbursements, and reasonable attorney's fees from the other party.

17. General Provisions.

A. Non-waiver of Breach. The failure of either party to insist upon strict performance of any of the covenants and agreements contained herein, or to exercise any option herein contained in one or more instances, shall not be construed to be a waiver or relinquishment of said covenants, agreements, or options, and the same shall be in full force and effect.

B. Public Records and Records Retention. The Consultant acknowledges that the City is subject to the Washington Public Records Act, RCW chapter 42.56, and that records prepared, used, or maintained by the Consultant in performing this Agreement may be public records of the City. The Consultant shall maintain complete and orderly records related to the work and shall, upon request by the City, promptly provide to the City any records that may be responsive to a public records request or needed for the City's records retention obligations. The Consultant shall cooperate with the City in responding to public records requests, including by assisting with reasonable searches for responsive records and providing records in their native or editable format when available. Nothing in this Agreement requires the City to withhold any record, and any confidentiality obligations in this Agreement apply only to the extent permitted by law.

C. Data Security. The Consultant shall implement and maintain reasonable administrative, technical, and physical safeguards designed to protect City provided information from unauthorized access, disclosure, alteration, or destruction. The Consultant shall store City provided information only on secure systems with access controls and shall not transmit City provided information using unsecured methods. The Consultant shall notify the City promptly, and in any event within two business days, after discovering any unauthorized access to or disclosure of City provided information related to this Agreement. Upon the City's request, the Consultant shall provide a written description of the corrective actions taken.

D. Modification. No waiver, alteration, modification of any of the provisions of this Agreement shall be binding unless in writing and signed by a duly authorized representative of the City and the Consultant.

E. Severability. The provisions of this Agreement are declared to be severable. If any provision of this Agreement is for any reason held by a court of competent jurisdiction to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other provision.

F. Entire Agreement. This Agreement, including any attached Exhibits, constitutes the entire agreement between the parties regarding its subject matter. It supersedes all prior verbal or written statements made by any representative of the City. Such prior statements shall not be considered part of, nor alter in any way, the terms of this Agreement or its associated documents. All attached Exhibits, regardless of their date relative to the execution of this Agreement, are incorporated herein and form an integral part of the Agreement. In the event of any conflict between the terms of this Agreement and the language in any attached Exhibit, the terms of this Agreement shall govern.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year set forth above.

CITY OF EDGEWOOD, WASHINGTON

By: _____
Dave Olson, Mayor

Date: _____

Attest:

By: _____
Jill Schwerzler-Herrera, CMC
City Clerk

APPROVED AS TO FORM:

By: _____ for _____
Maili Barber, City Attorney

CONSULTANT

By: _____

Name: Kara Odegard

Title: Founding Partner

Date: February 17, 2026

EXHIBIT A
Scope of Work & Rate Schedule

Scope of Work

The services Measure Meant will provide to the City of Edgewood are summarized in Tables 1 & 2 below. Timelines are estimates based on Measure Meant's availability and current understanding of the project's scope. Timelines are subject to change.

This second phase of the City's climate work is divided into two sets of deliverables. There is one set of deliverables for the Resilience Sub-Element and one set of deliverables for the GHG Reduction Sub-Element.

Table 1: Resilience Sub-element Schedule of Work

Section, Steps, Tasks, & Deliverables	Description	Estimated Timeline
Section 2	**Planning & Engagement**	**2/2026 – 5/2026**
Task 2.1	Form a Climate Advisory Team (CAT)	2/2026 – 3/2026
Task 2.3.1	Update public engagement strategy to incorporate both sub-elements, including any changes to the draft plan (2025) to ensure ongoing, meaningful engagement throughout the project timeline; incorporate CAT feedback	3/2026 – 5/2026
Task 2.4	Develop Vision Statement in collaboration w/ CAT	3/2026 – 5/2026
Resilience Deliverable 1	**Planning & Engagement: Submit memo summarizing completion of section 2 tasks with work samples**	**Due 5/30/2026**
Section 3, Step 2	**Resilience Sub-Element**	**3/2026 – 6/2027**
Task 1.1	Identify Community Assets	2/2026 – 5/2026
Task 1.2	Explore hazards & changes in the climate – Review & update draft Climate Impact Report (2025); review & update existing Policy Audit & Gap Analysis (2025), incorporate feedback from the CAT	2/2026 – 6/2026
Task 1.3	Pair assets and hazards; describe exposure & consequence; incorporate feedback from CAT	4/2026 – 6/2026
Task 1.4	Identify priority climate hazards and impacted assets	6/2026
Resilience Deliverable 2	**Submit 1) memo summarizing completion of tasks 1.1 through 1.4; 2) a copy of the City's Vulnerability Assessment Tool (VAT); 3) a copy of the updated Climate Impact Report; 4) a copy of the updated Policy Audit**	**Due 6/30/2026**
Section 3, step 3	**Assess Risk & Vulnerability**	**4/2026 – 10/2026**
Task 3.1	Assess Sensitivity	4/2026 – 5/2026
Task 3.2	Assess Adaptive Capacity	2/2026 – 9/2026
Task 3.3	Characterize Vulnerability	4/2026 – 8/2026

Section, Steps, Tasks, & Deliverables	Description	Estimated Timeline
Task 3.4	Characterize Risk	3/2026 – 6/2026
Task 3.5	Finalize Climate Risk & Vulnerability Assessment & Decide course of action (take action or accept risk)	10/2026
Resilience Deliverable 3	**Submit memo summarizing completion of tasks 3.1-3.5 including a copy of the updated VAT**	**Due 10/30/2026**
Section 3, Step 4	**Develop Draft Climate Resilience Sub-Element: Pursue Pathway (either update existing goals/policies and/or adopt new goals/policies)**	**10/2026 – 3/2027**
Task 4.1	Develop goals	10/2026 – 3/2027
Task 4.2	Develop policies	10/2026 – 3/2027
Task 4.3	Identify policy co-benefits	10/2026 – 3/2027
Resilience Deliverable 4	**Draft Climate Resilience Sub-Element Resilience (Pathway 2 Tasks: develop draft Resilience Sub-Element and/or updated policies): Submit a memo summarizing completion of Tasks 4.1 through 4.3 or submit a copy of completed Climate Element Workbook.**	**3/30/2027**
Section 3, Step 5	**Integrate Goals & Policies (finalize Resilience Sub-Element)**	**3/2027 – 6/2027**
Task 5.1	Review & Finalize resilience goals & policies	3/2027 – 6/2027
Task 5.2	Present to Planning Commission & City Council for review	3/2027 – 6/2027
Resilience Deliverable 5	**Integration & Final Draft Climate Resilience Sub-Element: Submit a memo summarizing completion of this step. Submit the final draft sub-element.**	**6/15/2027**
Resilience Deliverable 6	**Submit documentation describing how and when overburdened communities and vulnerable populations, including tribes, were encouraged to participate in the development of the new or amended climate policies and goals per RCW 36.70A.020. For the City of Edgewood, this memo will include engagement for both sub-elements.**	**6/15/2027**

Table 2: GHG Reduction Sub-element Schedule of Work

Section, Steps, Tasks, & Deliverables	Description	Estimated Timeline
Section 4, Pathway 2	**Conduct Community-Scale GHG Inventory (Determine Scope, Scale, and Identify All Local Emissions Sources)**	**2/2026 – 8/2026**
Task 2.1b	Define the study area and scope of emissions	2/2026 – 3/2026
Task 2.2b	Determine baseline year	2/2026 – 3/2026
Task 2.3b	Identify study methodology	2/2026 – 3/2026
Task 3.1b	Collect data	3/2026 – 5/2026
Task 3.2b	Develop GHG emissions inventory management plan	5/2026 – 7/2026
Task 4.1b	Quantify emissions & communicate initial anslysis	4/2026 – 8/2026
Section 4, step 4.2b	Set emissions reduction targets	8/2026
GHG Deliverable 1	**GHG Emissions Inventory: Submit a memo summarizing completion of this step with work samples or a copy of the completed Climate Element Workbook.**	**Due 8/30/2026**
Section 5	**Develop Draft GHG Reduction Sub-Element**	**8/2026 – 3/2027**
Task 5.1	Explore model measures & customize goals & policies for the City of Edgewood	8/2026 – 11/2026
Task 5.2	Prioritize policies by criteria including GHG reduction potential, co-benefits, & environmental justice criteria; Incorporate CAT feedback	12/2026 – 3/2027
GHG Deliverable 2	**Draft GHG Reduction Sub-element; submit memo summarizing tasks 5.1, 5.2**	**Due 3/30/2027**
Section 5	**Integrate GHG Reduction Goals & Policies (finalize draft GHG Reduction sub-element)**	**3/2027 – 6/2027**
Task 5.3	Organize GHG Reduction sub-element for integration and consistency with countywide planning	3/2027 – 5/2027
Task 5.4	Present to Planning Commission & City Council for review	3/2027 – 6/2027
GHG Deliverable 3	**Integration & Final Draft GHG Reduction Sub-element: Submit a memo summarizing completion of this deliverable along with final draft sub-element**	**Due 6/15/2027**

Accountability
To ensure the best outcomes for this project, Measure Meant and the City of Edgewood agree to uphold the following accountabilities:

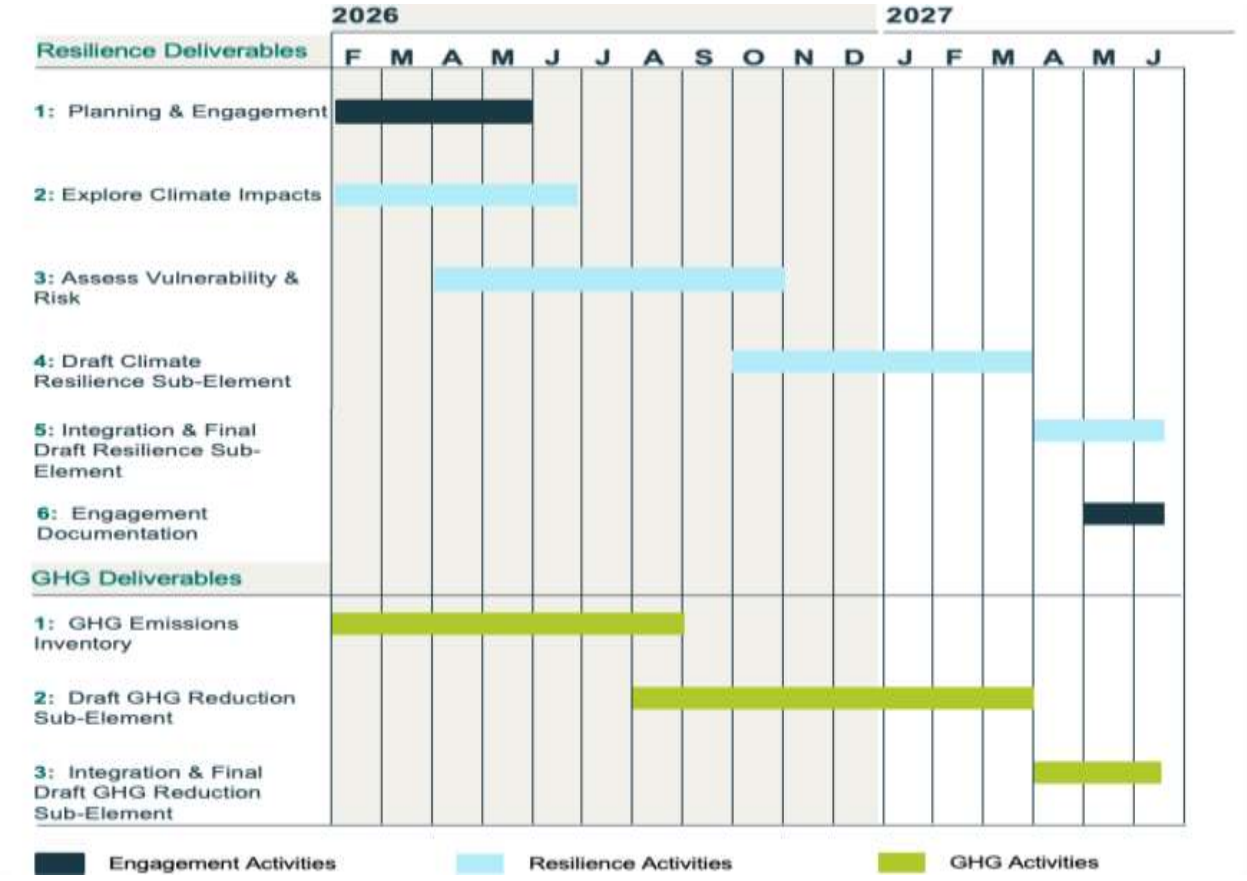
Measure Meant is accountable for:

- Leading the project, providing information, expertise, and resources to complete deliverables that satisfy the Washington State Department of Commerce guidelines
- Acting on behalf of the City when needed and when the City gives permission to obtain information and engage other parties that may need to be involved with any completion of deliverables
- Providing research, reports, and relevant data throughout the project
- Keeping the City updated with monthly progress reports and notifying the City of any roadblocks
- Facilitating the Climate Advisory Team meetings

The City is accountable for:

- Creating transparency into local government practices to support the accurate completion of the deliverables
- Providing data and documentation specific to any deliverables outlined in this schedule of work
- Ensuring that staff is available for meetings, reviewing draft material, and providing information as requested by Measure Meant to produce the project outcomes

Estimated Timeline



Rate Schedule

Measure Meant will invoice the City of Edgewood monthly starting in March 2026.

Table 3: Rate Schedule

Billing Month	Active Project Tasks – these are the estimated tasks our project team will focus on during each month.	Rate Invoiced
Mar '26	Kickoff & planning; review & update public participation plan; establish CAT; review phase 1 materials to identify gaps and timeline for updates; begin collecting data for GHG inventory	$20,000
Apr '26	CAT Kickoff, Develop vision statement & guiding principles, begin Climate Risk & Vulnerability Assessment (CRVA), update Climate Impact Report, Continue public engagement	$20,000
May '26	Continue CRVA, continue GHG Inventory, monthly CAT meetings, continue entagement, update Climate Impact Report, update Policy Audit	$20,000
June '26	Continue CRVA, continue GHG Inventory, monthly CAT meetings, continue entagement, finalize Climate Impact Report & Policy Audit	$20,000
Jul '26	Continue CRVA, continue GHG Inventory, monthly CAT meetings, continue entagement	$20,000
Aug '26	Continue CRVA, Finalize GHG Inventory, monthly CAT meetings, continue entagement	$20,000
Sept '26	Continue CRVA, share GHG Inventory findings and adjust with feedback, monthly CAT meetings, continue entagement	$20,000
Oct '26	Finalize CRVA, continue GHG Inventory, monthly CAT meetings, continue entagement	$20,000
Nov '26	Develop goals & policies for both sub-elements, continue engagement	$20,000
Dec '26	Develop goals & policies for both sub-elements, continue engagement	$20,000
Jan '27	Develop goals & policies for both sub-elements, continue engagement	$20,000
Feb '27	Develop goals & policies for both sub-elements, continue engagement	$20,000
Mar '27	Complete draft of both sub-elements, continue engagement	$20,000
Apr '27	Share drafts with Planning Commission & City Council; conduct public engagement; incorporate feedback	$20,000
May '27	Share drafts with Planning Commission & City Council; conduct public engagement; incorporate feedback	$20,000
June '27	Finalize draft Climate Element; project closeout	$20,000
Total Project Fees		**$320,000**

City Of Edgewood
Council Agenda Summary Sheet

Subject: **AB26-0788** - Resolution 26-0788 2026 Annual Comprehensive Plan Amendment Docket	**Agenda Item #: 5.A** **For Agenda of: 2/24/2026** **Prepared by: Jeremy Metzler**

Attachments (list):
1. RESOLUTION 25-0788

Approval of Materials:		**Expenditure Required:**
Jeremy Metzler		$17,430 (paid by applicants)
Rachel Pitzel, Assistant City Administrator	02/18/2026	**Amount Budgeted:** $17,430 (Planning - Professional Services)
Dave Olson, Mayor	02/18/2026	**Timeline:** ~~02/17/2026 SS~~ 02/24/2026 RCM

Summary Statement: Annual Comprehensive Plan Amendments are regulated under Edgewood Municipal Code (EMC) Chapter 18.60. There are two items proposed for consideration this year:

1. 25-001-Comp Plan: West Valley Highway East Comprehensive Plan Map Amendment and Rezone
2. 25-002-Comp Plan: Schober Comprehensive Plan Map Amendment and Rezone

The Planning Commission heard a presentation by staff and held an open Public Hearing on the proposed Preliminary Docket at their February 9, 2026 meeting (*see Item History for link to materials and recording*), where public input was provided in support of the items. Following discussion, the Planning Commission recommended inclusion of File Nos. 25-001-Comp Plan and 25-002-Comp Plan in the Final Docket for Council's consideration.

This item is being presented to Council tonight pursuant to EMC 18.60.170. The City Council establishes the Final Docket through a resolution at a regularly scheduled Council Meeting, and said resolution is attached for Council's consideration. Placement on the Final Docket does not guarantee approval; it means that the proposal will undergo further analysis by City staff and the Planning Commission in the coming months, for consideration by the Council before the end of the year.

Item History:
Planning Commission Meeting - February 9, 2026:
https://edgewoodwa.portal.civicclerk.com/event/1178/files/attachment/8751
City Council Study Session - February 17, 2026: Meeting Materials, Recording

Recommended Action:

MOTION to adopt **AB26-0788** - Resolution 26-0788 2026 Annual Comprehensive Plan Amendment Docket

Fiscal Note/Consideration:
The adopted 2026 Budget includes funds for Professional Services under the Planning department, with total appropriated funds being greater than the amount anticipated for this effort.

RESOLUTION NO. 26-0788

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, PIERCE COUNTY, WASHINGTON, ADOPTING THE 2026 FINAL DOCKET FOR ANNUAL AMENDMENTS TO EDGEWOOD'S COMPREHENSIVE PLAN

WHEREAS, RCW 36.70A.130 of the Growth Management Act generally allows cities and counties to consider comprehensive plan amendments no more frequently than once every year; and

WHEREAS, the City of Edgewood City Council has established a process and criteria for making modifications to the City's Comprehensive Plan in EMC Chapter 18.60, including text and map amendments in accordance with the Growth Management Act and State Law; and

WHEREAS, the City received two (2) comprehensive plan amendment applications for 2026, being the West Valley Highway East Comprehensive Plan Map Amendment and Rezone (File No. 25-001-Comp Plan) and the Schober Comprehensive Plan Map Amendment and Rezone (File No. 25-002-Comp Plan); and

WHEREAS, in accordance with the Edgewood Municipal Code (EMC) Section 18.60.140, the City's Planning Director ("Director") maintained a preliminary docket and prepared a report concerning which suggested amendments the director believed should be placed on the final docket for consideration during the annual amendment process; and

WHEREAS, the Director recommended including File Nos. 25-001-Comp Plan and 25-002-Comp Plan in the 2026 Final Docket; and

WHEREAS, on February 9, 2025, the Planning Commission held a duly-noticed public hearing on the preliminary docket and made the recommendation to City Council that File Nos. 25-001-Comp Plan and 25-002-Comp Plan should be included with the 2026 Final Docket;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EDGEWOOD, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Adoption of Findings. The Edgewood City Council does hereby resolve to include File Nos. 25-001-Comp Plan and 25-002-Comp Plan with the 2025 Final Docket.

Section 2. Planning Commission Review. The Edgewood Planning Commission is hereby directed to review File Nos. 25-001-Comp Plan and 25-002-Comp Plan and make a recommendation on whether the proposals, or some modification thereof, should be adopted or denied. The Edgewood Planning Commission is directed to complete its review, to conduct such public hearings as may be required, and to forward its recommendation to the Edgewood City Council prior to the deadline established in RCW 36.70A.130, as existing (December 31, 2026) or as amended.

Section 3. Effective Date. This resolution will take effect immediately upon passage by the City Council.

ADOPTED THIS 24TH DAY OF FEBRUARY, 2026

_____
Dave Olson, Mayor

ATTEST:

_____
Jill Schwerzler-Herrera, CMC
City Clerk

City Of Edgewood
Council Agenda Summary Sheet

Subject: **AB26-0791** - Resolution 26-0791 Fee Schedule Update	**Agenda Item #: 5.B** **For Agenda of: 2/24/2026** **Prepared by: Jeremy Metzler**

Attachments (list):
1. Resolution 26-0791
2. Fee Schedule (Effective 2026-03-30)

Approval of Materials: Jeremy Metzler Dave Olson, Mayor 02/19/2026	**Expenditure Required:** N/A **Amount Budgeted:** N/A **Timeline:** ~~02/03/2026 SS~~ ~~02/17/2026 SS~~ 02/24/2026 RCM

Summary Statement:
The City of Edgewood Fee Schedule, adopted pursuant to Edgewood Municipal Code (EMC) Chapter 3.35, was last comprehensively reviewed and updated in late 2023, and there have only been updates to Temporary Use Permit and Impact Fees since. In general, cities may collect reasonable fees to cover the direct and indirect costs associated with an activity, including administrative overhead. Fees cannot exceed the actual reasonable cost, except where specifically authorized by state law.

Attached for Council's review are redlined and clean copies of the proposed draft fee schedule. The City Council first discussed this item at their February 3, 2026 study session, with follow-up discussion at their study session last week (see Item History for links). Per EMC 3.35.020, "*Approvals of schedule revisions shall be by resolution.*" Staff is bringing the attached resolution and fee schedule to the Council this evening for consideration, with a proposed effective date of March 30, 2026.

Item History:
February 3, 2026 Study Session: Meeting Materials, Recording
February 17, 2026 Study Session: Meeting Materials, Recording

Recommended Action:
MOTION to adopt **AB26-0791** - Resolution 26-0791 Fee Schedule Update

Fiscal Note/Consideration:
To truly cover the costs of development review activity with development revenues, permit and application fees must be evaluated and reset periodically. The draft fee schedule presented herein accomplishes this by

establishing a new hourly rate and verifying the fees being charged cover the anticipated staff hours needed for each application type. The approved 2026 budget did not assume any changes to these fees.

RESOLUTION NO. 26-0791

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, PIERCE COUNTY, WASHINGTON, AMENDING THE OFFICIAL FEE SCHEDULE, AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Edgewood has authorized and adopted an official schedule of city fees and charges pursuant to EMC 3.35.010; and

WHEREAS, the City Fee Schedule may be revised from time to time by the City Council for any reason deemed necessary or appropriate by resolution, pursuant to EMC 3.35.020; and

WHEREAS, in order to more appropriately recover the cost for services the city provides and improve transparency and predictability, several updates to the fee schedule have been proposed by staff, including additions and deletions; and

WHEREAS, the City Council reviewed an updated fee schedule at their study sessions held on February 3, 2026, and February 17, 2026; and

WHEREAS, pursuant to WAC 197-11-800(19), this action is categorically exempt from environmental (SEPA) review; and

WHEREAS, the City Council considered this updated fee schedule at their regular meeting held on February 24, 2026;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EDGEWOOD, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Fee Schedule Amended. The City Council hereby adopts an updated City of Edgewood Fee Schedule, attached hereto as Exhibit A.

Section 2. Effective Date. This resolution will take effect on March 30, 2026.

ADOPTED THIS 24TH DAY OF FEBRUARY, 2026

_____
Dave Olson, Mayor

ATTEST:

_____
Jill Schwerzler-Herrera, CMC
City Clerk

Exhibit A

City of Edgewood Fee Schedule – Effective March 30, 2026

Fee Schedule

Effective March 30, 2026 | Resolution No. 26-0791

City of Edgewood ■ 10440 Dom Calata Way East ■ Edgewood, Washington 98372-0101 ■ 253-952-3299

TABLE OF CONTENTS

GENERAL POLICIES 3
Hourly Rate Schedule 3
Deposits for Actual Costs 3
Refunds 3
Miscellaneous Fees 3
DEVELOPMENT FEES AND CHARGES – ENVIRONMENTAL, LAND USE, ENGINEERING, BUILDING, AND FIRE PREVENTION 4
Table DEV-1: General Development Fees and Charges 4
Environmental and Land Use 6
Table ELU-1: Environmental Reviews 6
Table ELU-2: Land Use Reviews 7
Table ELU-3: Miscellaneous Environmental and Land Use Reviews and Fees 9
Engineering 10
Table E-1: Clearing Permit Fees (No Associated Grading) 10
Table E-2: Clearing and Grading Permit Fees 10
Table E-3: Right-of-Way, Roadway and Access Review Fees (Title 12 EMC) 10
Table E-4: Site Development Review Fees 12
Table E-5: Sewer System Extension and Connection Charges 12
Table E-6: Surface Water Review Fees (Chapter 13.05 EMC) 12
Table E-7: Traffic / Concurrency Review Fees (Chapter 18.105 EMC) 13
Table E-8: Miscellaneous Engineering Reviews and Fees 13
Building and Fire Prevention 14
Table B-1: Building and Fire Prevention Base Permit Fee, by Valuation 14
Table B-2: Other Building Permit Fees 15
Table B-3: Energy Code Review Fees 15

Table B-4: Mechanical and Plumbing Permit Fees 16
Table B-5: Fire Prevention Permit Fees 16
Table B-6: Fire Code Review Fees 17
Table B-7: Miscellaneous Building and Fire Prevention Fees 18
IMPACT FEES 19
Table I-1: School Impact Fees (Chapter 4.10 EMC) 19
Table I-2: Park Impact Fees (Chapter 4.20 EMC) 19
Table I-3: Traffic Impact Fees (Chapter 4.30 EMC) 19
Table I-4: Impact Fee Deferral 19
BUSINESS LICENSE FEES 20
Table BL-1: Business Licenses (Chapter 5.05 EMC) 20
Table BL-2: Additional Licenses and Permits 20
Table BL-3: Miscellaneous Business License Fees 20
UTILITY CHARGES 21
Table U-1: Utility Providers Serving the City of Edgewood 21
Table U-2: Surface Water Utility Annual Service Charge (EMC 13.10.070) 21
Table U-3: Utility Tax Rates (Chapter 5.08 EMC) 21
Table U-4: Sanitary Sewer Utility Fees and Charges (EMC Title 11) 22
ANIMAL AND KENNEL LICENSE FEES (METRO ANIMAL SERVICES) 23
PUBLIC RECORDS REQUEST FEES (Chapter 2.50 EMC) 24
FEE SCHEDULE UPDATE HISTORY 25

GENERAL POLICIES

Hourly Rate Schedule

Hourly rates include wages, benefits, overhead, and equipment. These rates apply to fees as noted herein, any staff time in addition to normal processing (see page 4), or any review or service for which a fee is not established herein.

Category	Rate / Hour
City Staff	$160.00
City Attorney	Actual Cost[1]

Deposits for Actual Costs

Where noted in the fee schedule as a "Deposit", the applicant must pay for all actual costs incurred by the City for applicable third-party planning, engineering, legal, publication, or other professional services. The amounts listed herein are typical minimums informed by recent activity, and applicants should not anticipate a refund of these amounts. Deposits will be administered consistent with Edgewood Municipal Code (EMC) 3.35.030.

Refunds

Fees and charges are non-refundable, except as specifically authorized in the EMC. Here are some quick EMC references as of the date of this Fee Schedule:

- Fees and Charges for City Services - EMC 3.35.080
- School Impact Fees – EMC 4.10.130
- Park Impact Fees – EMC 4.20.090
- Traffic Impact Fees – EMC 4.30.110
- Business Licenses – EMC 5.05.120
- Storm Drainage and Surface Water Management Utility – EMC 13.10.110 and .120

Miscellaneous Fees

Procedure / Process	Fee
Appeal of Administrative Decision	$1,200.00
Hearing Examiner Reconsideration	$500.00
Lease of City Property (Chapter 12.18 EMC)	
Initial Review	$5,000.00 Deposit
City Staff / City Attorney Actual Costs	See Hourly Rate Schedule
Lease Rate	See EMC 12.18.070
Other Approval, Inspection, License, Permit, or Review Not Listed	Hourly Rate (1 hour minimum)
Returned Check / Insufficient Funds	$50.00

[1] As of January 1, 2026, this hourly rate is $500.

DEVELOPMENT FEES AND CHARGES – ENVIRONMENTAL, LAND USE, ENGINEERING, BUILDING, AND FIRE PREVENTION

Depending on the scope and complexity of a project, multiple permits may be required - *Please contact the City with questions or to obtain a fee estimate*. The permit and review fees included below do not include any fees for licenses, permits and/or approvals required by other (external) local, state, or federal agencies or utilities.

Fees Due at Permit and/or Land Use Application:

- All known review fees and charges shall be paid before an application is deemed complete.
- Charges below include up to two (2) reviews; additional review will be charged hourly rates.

Fees Due at Permit Issuance:

- All applicable permit, hourly review, flat rate inspection, impact, state and/or other fees shall be paid before a permit can be issued.
- Inspection fees include up to two (2) inspections per required inspection, unless noted.
- Issuance of a permit may be withheld until all outstanding fees and charges have been paid.

Fees Due Prior to Final Approval of Permit and/or Land Use Application:

- Work that is not complete or ready at the time of inspection shall be charged a re-inspection fee, which must be paid prior to requesting a new inspection.
- Any and all remaining fees (including third-party charges) shall be paid prior to final approval.

Table DEV-1: General Development Fees and Charges

Fee Type	Fee
Change of Land Use and/or Construction Type or Occupancy	$500.00[2]
Financial Guarantees (Bonds, Cash Deposits, Assignment of Funds)	See Applicable EMC
Administrative Setup Fee	$160.00
Closeout Inspection Fee	$180.00
Outside Consultant / Third-Party Review, when applicable (EMC 3.35.030)	Actual Cost
Plus Administrative Setup Fee (per consultant)	$200.00
Plus Invoicing and Payment Collection Fee (if applicable)	$40.00 per invoice
Other Inspection Fees	
Re-Inspection (Min. 1-Hour Charge)	Hourly Rate
Overtime / Outside Normal Business Hours (Min. 2-Hour Charge)	1.5 x Hourly Rate
Inspection of Unauthorized Work	2.0 x Hourly Rate

[2] Traffic review may also apply. See Table E-7.

Fee Type	Fee
Pre-Application Conference (EMC 18.40.130)	
Tier 1(Summary Comment Letter)	$500.00
Tier 2 (One Hour Meeting with Staff)	$650.00
Unauthorized / Unpermitted Work (EMC 3.35.090)[3]	2.0 x Fees ($500.00 minimum)
Plus Critical Areas Investigation Fee, when applicable (EMC 14.10.120(E))	Hourly Rate
Plus Outside Consultant / Third-Party Review (if needed)	Actual Cost, etc. (see above)
Permit or Approval Extension Request (EMC 18.40.090(L))	$200.00

[3] Any work completed without required permits may be charged double for all Environmental and Land Use application fees and construction permit fees (engineering, building, fire, mechanical, and/or plumbing), pursuant to EMC 3.35.090. Other plan review and inspection fees, if applicable, will be charged at the normal rate.

Environmental and Land Use

Table ELU-1: Environmental Reviews

Review Type	Fee
Critical Areas Review (Title 14 EMC)	
Critical Areas Review Checklist (CARC)[4] incl. TPCHD septic application review	$75.00
One-Principal Dwelling Wetland Certification	$400.00
Fish and Wildlife Habitat (Stream) Review or Wetland Review	$500.00
Plus Outside Consultant / Third-Party Review	See Table DEV-1[5]
Flood Hazard Development Permit	$500.00
Plus Outside Consultant / Third-Party Review (if needed)	See Table DEV-1
Aquifer Recharge Hazardous Use Review	$500.00
Plus Outside Consultant / Third-Party Review (if needed)	See Table DEV-1
Volcanic, Landslide, Seismic, and Erosion Hazard Area Impact Review	$500.00
Plus Outside Consultant / Third-Party Review (if needed)	See Table DEV-1
Reasonable Use Permit (EMC 14.30.050)	$3,750.00
Variance (Flood Hazard or Other – EMC 14.10.100)	$3,750.00
Critical Area Signage	$2.00 per sign
Mitigation Compliance Monitoring	
Staff Review of Periodic Monitoring Report	$250.00 per Report
Plus Outside Consultant / Third-Party Review and Inspection (if needed)	See Table DEV-1
State Environmental Policy Act (SEPA) Review (Chapter 20.05 EMC)	
DNS/MDNS, All Uses	
Environmental Review and Determination	$1,400.00
Prior Decision Adoption, Modification or Addendum	$1,000.00
Environmental Impact Statement (EIS)	
New or Supplemental	$5,000.00 Deposit
Plus Outside Consultant / Third-Party Review	See Table DEV-1
Plus City Attorney Review Costs	Actual Cost
Addendum	$1,000.00 Deposit
Documented Exemption (if requested by external agency)[6]	$250.00
SEPA Determination Newspaper Notice (per notice)[7]	$400.00 Deposit

[4] A CARC identifies potential critical areas located on a subject site, what studies will be required for complete permit application(s) to the city, and may support application submittals to other agencies (e.g. on-site septic systems).

[5] To streamline application intake, the Deposit for this Third-Party Review is as follows: Subdivision 1st Review = $3,000.00; Other 1st Review = $2,500.00; Subsequent Reviews = $1,500.00 each

[6] Certain projects with state, federal, or other outside funding may require documentation demonstrating the proposal is exempt from SEPA review.

[7] Actual publication costs for this item ranged from $415 to $450 in 2025.

Review Type	Fee
Tree Preservation Review (EMC 18.90.180)	
Residential Use	
Hazardous Tree Removal	$75.00
Significant Tree / Critical Area Tree Retention Plan Review	$175.00
Subdivision/Nonresidential/Multifamily Use	
Hazardous Tree Removal	$160.00
Significant Tree / Critical Area Tree Retention Plan Review	
Sites up to 1.0 acre in area	$360.00
Sites from 1.01 to 5.0 acres in area	$650.00
Sites greater than 5.0 acres in area	$800.00
Tree Replacement Fee In-Lieu (EMC 18.90.180(D)(4)(b))	$600.00 per tree

Table ELU-2: Land Use Reviews

Review Type	Fee
Administrative Use Permit (EMC 18.50.030)	$2,700.00
Binding Site Plan (Chapter 16.05 EMC)	
Commercial, Industrial, or 1-4 Dwelling Units (Administrative Decision)	
Preliminary Approval	$4,600.00
Final Approval	$1,250.00
Amendment, Modification, or Vacation	$3,700.00
5+ Dwelling Units (Hearing Examiner Decision)	
Preliminary Approval	$6,000.00
Plus Hearing Examiner	$3,000.00 Deposit
Final Approval	$1,900.00
Amendment, Modification, or Vacation (EMC 16.05.080 and Chapter 16.07)	$4,000.00
Boundary Line Adjustment (Chapter 16.02 EMC)	$1,600.00
Lot Combination / Lot Line Elimination (*results in only one legal parcel remaining*)	$1,000.00
Comprehensive Plan Map and/or Text Amendment (Chapter 18.60 EMC)	$4,500.00
Plus City Attorney and/or Outside Consultant / Third-Party Review (Table DEV-1)	$2,000.00 Deposit
Conditional Use Permit (EMC 18.50.040)	$5,000.00
Plus Hearing Examiner	$3,000.00 Deposit
Design Standards Review (EMC 18.50.050)	
Principal Dwelling / Middle Housing / ADU / Garage	$320.00
Design Deviation Request (each)	$120.00
Non-Residential / Multifamily	
up to 12,000 sq. ft. gross floor area (GFA)	$2,400.00
12,001 to 20,000 sq. ft. GFA	$3,000.00
Greater than 20,000 sq. ft. GFA	$3,600.00

Review Type	Fee
Development Agreement (Chapter 18.55 EMC)	$5,250.00
Plus City Attorney Review Costs	Actual Cost
Essential Public Facility Permit (EMC 18.50.060)	See Conditional Use Permit
Nonconforming Use Permit (EMC 18.50.045)	See Conditional Use Permit
Residential Cluster Development (EMC 18.50.035)	See Conditional Use Permit
Rezone	
Site-Specific, with Comprehensive Plan Amendment (Chapter 18.60 EMC)	See Comprehensive Plan Map and/or Text Amendment
Site-Specific, w/o Comprehensive Plan Amendment (EMC 18.40.110)	$3,600.00
Plus Hearing Examiner	$3,000.00 Deposit
Sign Reviews	
Individual Signs (each)	
Building Permit	See Table B-1
Land Use Review	$200.00
Master Sign Plan (EMC 18.97.270)	$200.00
Sign Variance (EMC 18.97.280)	$3,840.00
Plus Hearing Examiner	$3,000.00 Deposit
Subdivision (Title 16 EMC)	
Neighborhood Meeting	$240.00
Short Subdivision (2-6 Lots – Chapter 16.03 EMC)	
Preliminary Review	$4,400.00
Minor Modification to Preliminary Approval	$1,120.00
Final Approval	$1,600.00
Alteration of Recorded Short Subdivision (Chapter 16.07 EMC)	$1,920.00
Vacation of Recorded Short Subdivision (Chapter 16.07 EMC)	$1,120.00
Full Subdivision (7+ Lots – Chapter 16.04 EMC)	
Preliminary Review	$6,400.00
Plus Fee Per Lot	$150.00
Plus Hearing Examiner	$5,000.00 Deposit
Minor Modification to Preliminary Approval	$1,920.00
Final Approval	$2,700.00
Plus Fee Per Lot	$60.00
Alteration of Recorded Full Subdivision (Chapter 16.07 EMC)	$2,700.00
Vacation of Recorded Full Subdivision (Chapter 16.07 EMC)	$1,680.00

Review Type	Fee
Temporary Use Permit (EMC 18.50.070)	
Neighborhood or Community Garage Sales and Moving Sales	$0.00
Non-Profit Entities or Government Agencies	$100.00
All Other Uses, Including Other Sales of Personal Belongings	$500.00
Wireless Communication Facilities (EMC 18.100.110)	
Antenna Array, New – Administrative Use Permit	See fee, above
Eligible Facility Modification Request	$650.00
Communication Tower, New	
Administrative Use Permit (EMC 18.100.110(E) – Table 1)	See fee, above
Conditional Use Permit (EMC 18.100.110(E)– Table 2)	See fee, above
Small Wireless Facilities, Outside of Public Right-of-Way[8]	$650.00
Variance (EMC 18.50.080)	
Administrative Variance (Process II Decision)	$2,800.00
Regular Variance (Process III Decision)	$4,200.00
Plus Hearing Examiner	$3,000.00 Deposit

Table ELU-3: Miscellaneous Environmental and Land Use Reviews and Fees

Procedure / Process	Fee
Code Interpretation (EMC 18.50.020)	$1,500.00
Plus City Attorney Review Costs (if needed)	Actual Cost
Code Amendment (Development Regulations – Chapter 18.60 EMC)	$1,500.00
Plus City Attorney Review Costs (if needed)	Actual Cost
Nonconforming Use Letter (EMC 18.90.110(M))	$2,000.00
Plus City Attorney Review Costs (if needed)	Actual Cost
Zoning Confirmation / Verification Letter	$300.00
Other Land Use Reviews	
Nonresidential / Multifamily Building Design Compliance (per building)	$400.00
Other Building Permit Reviews (each)	$160.00
Other Construction Permit Compliance (*with no associated land use application*)	$80.00
Final Landscape Plan Review (*after land use approval, with site development*)	
Sites up to 1.0 acre in area	$320.00
Sites from 1.01 to 5.0 acres in area	$560.00
Sites greater than 5.0 acres in area	$800.00

[8] For small wireless facilities within the public right-of-way, see Table E-3; A Master Use Permit or Franchise Agreement and a Right-of-Way Permit are required (EMC 18.100.110(D)).

Engineering

Table E-1: Clearing Permit Fees (No Associated Grading)

For land clearing activities without any associated grading or permanent hard surface improvements.

Clearing Area	Permit Fee
Less Than 0.75 Acres	$400.00
0.75 Acres or More	$800.00

Table E-2: Clearing and Grading Permit Fees

For proposed land clearing and grading activities without any associated permanent hard surface improvements. One (1) year of erosion control compliance inspections are included in the Permit Fee.

Quantity (Cubic Yards / CY)	Permit Fee	Plan Review Fee
Up to 50.00 CY, w/o Critical Areas	Exempt	Exempt
Up to 50.00 CY, w/ Critical Areas	$350.00	$200.00
50.01 – 100.00 CY	$400.00	$250.00
100.01 – 1,000.00 CY	$400.00 for the first 100.00 CY Plus $15.00 for each additional 100.00 CY or fraction thereof, up to and including 1,000.00 CY	80% of Permit Fee
1,000.01 – 10,000.00 CY	$535.00 for the first 1,000.00 CY Plus $15.00 for each additional 1,000.00 CY or fraction thereof, up to and including 10,000.00 CY	80% of Permit Fee
10,000.01 – 100,000.00 CY	$670.00 for the first 10,000.00 CY Plus $60.00 for each additional 10,000.00 CY or fraction thereof, up to and including 100,000.00 CY	80% of Permit Fee
100,000.01 CY and up	$1,210.00 for the first 100,000.00 CY Plus $50.00 for each additional 10,000.00 CY or fraction thereof	80% of Permit Fee

Table E-3: Right-of-Way, Roadway and Access Review Fees (Title 12 EMC)

Permit Type	Permit Fee
Access Permits	
Driveway Permit[9]	$400.00
Vehicle Access / Security Gate Permit	Use Table B-2

[9] Includes one (1) inspection. Additional inspections will be charged hourly rates – see Table DEV-1.

Permit Type	Permit Fee
Master Use Permit (Cable and Telecommunication Providers)[10]	See EMC 12.08.070
Overweight Commercial Vehicle Permit (Over 24,000 GVW – EMC 10.05.060)	$400.00 / initial
Plus Annual Renewal and Inspection Fee[9]	$250.00 / year
Right-of-Way Permit (Temporary or Permanent Disturbance of Right-of-Way)	
Alternative Annual Permit (Franchisees)	See EMC 12.06.095
Single Activity[9]	$400.00
Plus Public Road Cut Fee (EMC 12.06.110)	
Chip Seal Surfaces, under 180 square feet	$4.60 per square foot
Chip Seal Surfaces, 180 square feet or more	$828.00
Plus trench length over 100 feet	$828.00 per 100 lineal feet
Asphalt or Concrete Surfaces, under 960 square feet	$4.00 per square foot
Asphalt or Concrete Surfaces, 960 square feet or more	$3,840.00 per 100 lineal feet
Roadway Development Review Fees, Public or Private (Chapter 12.05 EMC)[11]	
Private Access, Shared Access Driveway, or Private Roadway	
Residential (1-2 Units), Subdivision (2 Lots) [9]	$400.00
Commercial, Industrial, Public, Residential (3+ Units), Subdivision (3-6 Lots)	$800.00
Plus Road Inspection Fee (Minimum 2 Hours)	Hourly Rate ($320.00 min.)
Subdivision (7 or More Lots)	$800.00
Plus Fee per Lineal Foot (LF) of Roadway Centerline	$3.20 / LF
Plus Road Inspection Fee (Minimum 2 Hours per 500 LF)	Hourly Rate
Public Roadways (onsite or fronting / abutting the project)	$800.00
Plus Fee per Lineal Foot (LF) of Roadway Centerline	$3.20 / LF
Plus Road Inspection Fee (Minimum 2 Hours per 500 LF)	Hourly Rate
Road Deviation / Technical Equivalency Request (EMC 12.05.010 / PCC 17B.10.090)	$650.00
Street Use Permit (Temporary, Limited Use – Chapter 12.16 EMC)	
Commercial Development Uses	$350.00
Plus Inspection (Minimum 1 Hour)	Hourly Rate ($160.00 min.)
Plus Annual Issuance Fee	$160.00 / year
Single-Family Residential Uses	$250.00
Plus Inspection (Minimum 1 Hour)	Hourly Rate ($160.00 min.)
Plus Annual Issuance Fee	$80.00 / year
Non-Franchise Utility Occupation	$175.00
Plus Annual Issuance Fee	$80.00 / year
Temporary Street Uses, Events, or Closures	$250.00
Plus Weekly Fee	$40.00 / week
Temporary Signage	$175.00
Plus Inspection (Minimum 1 Hour)	Hourly Rate ($160.00 min.)
Plus Annual Issuance Fee	$120.00 / year

Table E-4: Site Development Review Fees

For proposals that create or replace any permanent hard surface with any combination of clearing, grading, right-of-way, roadway, access, and/or surface water improvements.

Permit Type	Fee
Residential Paving and Hard Surface Permit[12]	$160.00
Site Development Permit	
Base Plan Review Fee	$240.00
Plus Clearing and/or Grading Review, if Applicable	Use Table E-1 or E-2
Plus Roadway Review, if Applicable	Use Table E-3
Plus Surface Water Review	Use Table E-6

Table E-5: Sewer System Extension and Connection Charges

Sewer system extension agreements (Chapter 11.35 EMC) and sewer system connections (Chapter 11.40 EMC) are processed by the applicable sanitary sewer provider on behalf of the City of Edgewood. Please contact the appropriate sanitary sewer provider to apply for permits and pay fees.

Sewer Area / Agency	Fee Schedule
Lakehaven Water and Sewer	https://www.lakehaven.org/204/Development-Engineering
City of Fife	https://www.fifewa.gov/229/Utility-Billing
Pierce County	https://www.piercecountywa.gov/3958/Connection-Charges

Table E-6: Surface Water Review Fees (Chapter 13.05 EMC)

Review Type	Fee
Surface Water Review	
Under the Threshold for Stormwater Minimum Requirements	Exempt
Stormwater Minimum Requirements 2 and 4 Only	$240.00
Plus Annual Inspection Fee (Includes 1 Hour)	$160.00
Stormwater Minimum Requirements 1 – 5 Only	$480.00
Plus Annual Inspection Fee (Includes 2 Hours)	$320.00
Stormwater Minimum Requirements 1 – 10	$960.00
Plus Annual Inspection Fee (Includes 4 Hours)	$640.00
Surface Water Deviation/Technical Equivalency Request (EMC 13.05.060)	$650.00
Surface Water Variance Request (EMC 13.05.080)	$3,000.00

[10] Only required of providers who want or have facilities within Edgewood right-of-way for the sole purpose of providing service(s) to persons and areas outside of the city. For other activity, a Right-of-Way Permit is required.

[11] Requires additional Fire Review Fee equal to 20% of the Roadway Development Review Fee (excluding Inspection Fees).

[12] Refer to the Residential Paving and Hard Surface Permit Checklist for applicability.

Table E-7: Traffic / Concurrency Review Fees (Chapter 18.105 EMC)

Concurrency review is required for any development or redevelopment (except an individual single-family residence) where the proposal or use will generate:

- One (1) or more new vehicle trips through a deficient road or intersection; and/or
- Ten (10) or more new PM Peak Hour vehicle trips.

Review Type	Fee
Capacity Reservation Certificate or Change of Use (EMC 18.105.040)	$3,000.00
Plus per Net New PM Peak Hour Trip over 25	$100.00
Traffic Impact Analysis Review	
Outside Consultant / Third-Party Review	See Table DEV-1

Table E-8: Miscellaneous Engineering Reviews and Fees

Procedure / Process	Fee
Engineering Application and Permit Revisions or Reapplication	
Amendment of Approved (Not Issued) Permit	Hourly Rate
Revision of an Issued Permit (Post-Revision) – *Major changes (EMC 13.05.040(E))*	
Administrative Fee	$120.00
Review (Min. 1-Hour Charge)	Hourly Rate ($160.00
Reapplication for Expired Permit (No Change in Adopted Regulations)	min.)
	Permit Fees (50%)
Franchise Agreement	$1,600.00
Plus City Attorney Review Costs	$2,500.00 Deposit
Street or Alley Vacation (Chapter 12.14 EMC)	
Initial Application	$2,000.00
Plus Appraisal	Actual Cost
Plus City Attorney Review Costs	Actual Cost
If Approved, Plus Fair Market Value and Recording Fees	See EMC 12.14.070

Building and Fire Prevention

Permit fees are based on project valuation. Project valuation is calculated by:

1) Taking the cost of labor and materials at fair market value[13]; or
2) Using the current International Code Council (ICC) Building Valuation Table to estimate the value per square foot of the gross area[14] of new structures and additions (www.iccsafe.org).

Table B-1: Building and Fire Prevention Base Permit Fee, by Valuation

For permit types based on project valuation, additional plan review and other fees will apply. The plan review fee is due at the time of application, any remaining fees are due at the time of permit issuance.

Total Valuation[15]	Base Permit Fee
$0.00 – $500.00	$54.00
$500.01 – $2,000.00	$54.00 for the first $500.00 Plus $6.00 for each additional $100.00 or fraction thereof, up to and including $2,000.00.
$2,000.01 – $25,000.00	$144.00 for the first $2,000.00 Plus $24.00 for each additional $1,000.00 or fraction thereof, up to and including $25,000.00.
$25,000.01 – $50,000.00	$696.00 for the first $25,000.00 Plus $18.00 for each additional $1,000.00 or fraction thereof, up to and including $50,000.00.
$50,000.01 – $100,000.00	$1,146.00 for the first $50,000.00 Plus $12.00 for each additional $1,000.00 or fraction thereof, up to and including $100,000.00.
$100,000.01 – $500,000.00	$1,746.00 for the first $100,000.00 Plus $9.60 for each additional $1,000.00 or fraction thereof, up to and including $500,000.00.
$500,000.01 – $1,000,000.00	$5,586.00 for the first $500,000.00 Plus $8.40 for each additional $1,000.00 or fraction thereof, up to and including $1,000,000.00.
$1,000,000.01 and up	$9,786.00 for the first $1,000,000.00 Plus $6.00 for each additional $1,000.00 or fraction thereof.

[13] "Fair market value" means the total value of all construction work, including labor and materials and the contractor's overhead and profit for which the permit is issued, as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire-extinguishing systems, or any other permanent work or permanent equipment.

[14] "Gross area" in this context means the total areas of all floors – measured from the exterior face, outside dimensions, or exterior column line of a building – including basements, cellars, and balconies.

[15] One- and two-family dwelling mechanical and/or plumbing work must be included in the primary building permit (New, Additions and Remodels).

Table B-2: Other Building Permit Fees

Flat permit fees listed in this section are due at the time of permit application.

Permit Type	Base Permit Fee
Accessory Dwelling Unit (EMC 18.90.190)	Use Table B-1
Manufactured Home Placement Fee	$1,000.00
Demolition Permit	
One- and Two-Family Dwellings	$240.00
All Other	$400.00
Re-Roof Permit	
One- and Two-Family Dwellings	$175.00
All Other	Use Table B-1
Solar Panel	$500.00
Vehicle Access / Security Gate Permit[16]	
One- and Two-Family Dwellings	$420.00
All Other	Use Table B-1
All Other Permits	Use Table B-1

Table B-3: Energy Code Review Fees

This fee applies to new construction and to the alteration, repair, addition, and change of occupancy of any existing building or structure. Fees are due at issuance of the associated building permit.

Total Building Permit Valuation	Review Fee
One- and Two-Family Dwellings:	
Any Valuation	$150.00
All Other:	
$0.00 – $20,000.00	$150.00
$20,000.01 – $300,000.00	$150.00 for the first $20,000.00 Plus $1.50 for each additional $1,000.00 or fraction thereof, up to and including $300,000.00.
$300,000.01 – $800,000.00	$570.00 for the first $300,000.00 Plus $0.75 for each additional $1,000.00 or fraction thereof, up to and including $800,000.00.
$800,000.01 and up	$945.00 for the first $800,000.00 Plus $0.50 for each additional $1,000.00 or fraction thereof, up to a maximum energy code review fee of $1,150.00.

[16] Vehicle access / security gates are regulated under the International Fire Code (see local amendments in EMC 15.70.040). Please note that new gated communities are prohibited except in limited circumstances per EMC 16.06.110.

Table B-4: Mechanical and Plumbing Permit Fees

The fees below are per plumbing or mechanical permit. The City does not issue combination permits for multi-family, commercial, or other non-residential projects.

Structure Type	Permit Fee
One- and Two-Family Dwellings:	
New Construction[15]	12% of Associated Building Permit Fee
Repair or Replacement:	$135.00, plus $15.00 / fixture
All Other:	
New Construction, Repair, or Replacement	Use Table B-1

Table B-5: Fire Prevention Permit Fees

Permit Type	Permit Fee
Aboveground or Underground Storage Tank[17]	
Installation, Residential	$250.00
Installation, Commercial or Other	$480.00
Removal	$265.00
Fire Alarm	Use Table B-1
Fire Sprinkler	Use Table B-1
Fire Suppression	Use Table B-1
Operational Permit	Contact City
Public Display of Fireworks (EMC 8.10.030)	Hourly Rate[18]
Smoke Control System	
Staff Review	$560.00
Plus Outside Consultant / Third-Party Review	See Table DEV-1
Temporary Membrane Structure and Tent[19]	$300.00
Underground Fire Hydrant, Main, or Valve Connection	Use Table B-1
Vehicle Access / Security Gate Permit	Use Table B-2
All Other Permits	Use Table B-1

[17] Depending on site location, additional critical areas and/or State Environmental Policy Act (SEPA) reviews may be required. Please contact planning staff to confirm.

[18] Not to exceed $5,000.00, consistent with RCW 70.77.555.

[19] A Temporary Use Permit may also be required – see Table ELU-2.

Table B-6: Fire Code Review Fees

Fees are collected under the associated building permit and are required for new construction, additions, or remodels that create new gross floor area[20].

Total Building Permit Valuation	Review Fee
$0.00 – $50,000.00	$160.00
$50,000.01 – $300,000.00	$300.00
$300,000.01 – $700,000.00	$450.00
$700,000.01 – $1,000,000.00	$700.00
$1,000,000.01 – $1,500,000.00	$1,250.00
$1,500,000.01 – $5,000,000.00	$2,000.00
$5,000,000.01 – $10,000,000.00	$2,750.00
$10,000,000.01 – $20,000,000.00	$4,000.00
$20,000,000.01 and up	$4,000.00 Plus $5.00 for each additional $100,000.00 or fraction thereof.

[20] "Gross floor area" in this context means the floor area measured from the inside perimeter of the exterior walls. See EMC 15.70.290 for the complete definition.

Table B-7: Miscellaneous Building and Fire Prevention Fees

Procedure / Process	Fee
Electrical Permits https://lni.wa.gov/licensing-permits/	Contact Washington Labor & Industries
Plan Review Fee (Building, Fire, Plumbing and Mechanical Permits)	
Initial Review (Up to 2 Reviews)	65% of Permit Fees
Additional Review (Min. 1-Hour Charge)	Hourly Rate ($160.00 min.)
Revision of an Issued Permit (Post-Revision)[21]	
One- or Two-Family Dwelling Admin Fee	$120.00
All Other Admin Fee	$240.00
Review (Min. 1-Hour Charge)	Hourly Rate ($160.00 min.)
State Building Code Council Fees[22]	
Single-Family, Duplexes, and Townhomes	$6.50
Multi-Family, Commercial, and Other	$25.00
Per Residential Dwelling Unit > 1	$2.00
Occupancy Certificates (outside of other permits)	
Temporary Certificate of Occupancy (TCO) – 180 Days	10% of Permit Fee
90-Day Extension of TCO	$250.00
Replacement / Verification of Previously Permitted Work	$250.00

[21] The fee listed here is for the revision of building, fire, mechanical, or plumbing permits only. Please see Tables ELU-1, ELU-2, ELU-3 and E-8 for other applications and permits that might be revised.

[22] Fee is charged per single-family, multi-family, commercial, or other construction permit as established by Revised Code of Washington (RCW) Chapter 19.27, including accessory structures. Typically, any work to construct, enlarge, repair, move, demolish, or change the occupancy of a structure is subject to the fee. The fee amount is established by Washington State and is subject to change at any time.

IMPACT FEES

Impact fees are a one-time fee charged for new development to help pay for new or expanded public facilities, such as public streets, parks, and schools. Pursuant to Ordinance 25-0684, Accessory Dwelling Units will not be charged any more than 50% of the principal unit's applicable impact fee(s).

Low-income housing may request exemption from all impact fees (school, park, and traffic) using the procedures in Chapter 4.40 EMC. Requests may be submitted either prior to or at the time of building permit application.

Table I-1: School Impact Fees (Chapter 4.10 EMC)

School impact fees are paid directly to the applicable school district. A receipt must be provided to the City prior to building permit issuance, unless impact fees are deferred pursuant to Chapter 4.05 EMC.

School District		Per Single-Family Unit		Per Multi-Family Unit	
		Up to 2 bedrooms	3 or more bedrooms	1 bedroom	2 or more bedrooms
Fife	www.fifeschools.com	$3,063.00	$4,595.00	$1,623.00	$2,435.00
Puyallup	www.puyallupsd.org	$3,063.00	$4,595.00	$1,623.00	$2,435.00
Sumner-Bonney Lake	www.sumnersd.org	$3,063.00	$4,595.00	$1,623.00	$2,435.00

Table I-2: Park Impact Fees (Chapter 4.20 EMC)

All residential units will be charged $1.433 per square foot of livable space, with a minimum fee of $1,295.29 (904 sf) and a maximum fee of $3,325.15 (2,319 sf).

Table I-3: Traffic Impact Fees (Chapter 4.30 EMC)

Fees are collected pursuant to the current Transportation Impact Fee Program Report, and a detailed list organized by land use can be found here: Transportation Impact Fee Schedule. The applicant can elect to use the city's fee schedule to calculate the applicable fee, which incorporates adjustments for pass-by/diverted trips and trip lengths, or they may provide a TIF calculation prepared by a licensed Transportation Engineer pursuant to EMC 4.30.090.

Per Net New 1.00 PM Peak Hour Trip, or Fraction Thereof	Fee
2026 Rate (Effective January 1, 2026)	$12,426.00
Plus Administrative Fee (EMC 4.30.140)	5% of Fee

Table I-4: Impact Fee Deferral

An applicant may defer payment of an impact fee for new, single-family units. The request must be submitted prior to building permit issuance. See Chapter 4.05 EMC for additional information.

Procedure / Process	Fee
Deferral of Park, School, or City Traffic Mitigation Fee, per Fee Type, per Lot	$400.00

BUSINESS LICENSE FEES

The City of Edgewood requires any business located within the city limits to be licensed prior to operating. Businesses that are physically located outside of the city but conduct business activities within the city, such as contractors and mobile food vendors, are required to obtain a business license if their annual income within city limits exceeds $5,000.00.

Table BL-1: Business Licenses (Chapter 5.05 EMC)

An application for a general business license, including the general business license fee, is submitted through the Washington State Department of Revenue[23]. Additional permit fees, Washington State fees, and City Traffic Impact fees may apply. Business inspections are completed by East Pierce Fire & Rescue.

License Type	Fee
Resident General Business License, per Location	$40.00
Non-Resident General Business License	$40.00

Table BL-2: Additional Licenses and Permits

The licenses and permits listed below are required in addition to the City of Edgewood General Business License and any other Washington State license, fee, or tax.

License Type	Fee
Adult Business (Chapter 5.10 EMC)	
Location License	$250.00
Manager's License	$100.00
Entertainer's License	$100.00
Home Businesses – Land Use Compliance Review	
Limited Home Business Permit (EMC 18.100.080)	No Charge
Regular Home Business Permit (EMC 18.100.070)	$200.00

Table BL-3: Miscellaneous Business License Fees

Procedure / Process	Fee
Adult Family Home (DSHS Inspections)[24]	
Inspection, Pre-License, or Change to Exiting or Bedrooms	$400.00

[23] Washington State Department of Revenue website: https://dor.wa.gov/open-business/apply-business-license

[24] Covers up to three (3) hours of staff time for completion of the inspection and inspection checklist. Additional permits may be required. The DSHS Adult Family Home Building Inspection Checklist is available online at: https://www.dshs.wa.gov/altsa/residential-care-services/afh-building-inspections

UTILITY CHARGES

The City of Edgewood does not own and/or operate several of the utilities serving the area, such as electricity, natural gas, solid waste, or water. Please contact the appropriate utility for any development charges or rates:

Table U-1: Utility Providers Serving the City of Edgewood

Utility Type	Provider(s)
Electric	Puget Sound Energy (https://www.pse.com/)
Garbage (Solid Waste)	Murrey's / DM Disposal (https://www.murreysdisposal.com/)
Gas	Puget Sound Energy (https://www.pse.com/)
On-Site Septic	Tacoma-Pierce County Health Department (TPCHD) (https://www.tpchd.org/)
Sanitary Sewer	Multiple – for service boundaries, see the Edgewood Interactive GIS Map[25]
Water	Multiple – for service boundaries, see the Edgewood Interactive GIS Map[25]

Table U-2: Surface Water Utility Annual Service Charge (EMC 13.10.070)

Charges are collected by the Pierce County Assessor-Treasurer with your property tax bill on behalf of the City, including any applicable utility tax.

Classification	Rate
Residential	$257.58
Duplex	$332.26
Multi-Family, per Sq. Ft. Impervious Area	$0.097565
Mobile Home Site	$141.67
Vacant / Undeveloped	$64.80
State, County, and Federal Public Highways, per Sq. Ft. Impervious Area	$0.029268
All Other, per Sq. Ft. Impervious Area	$0.097565

Table U-3: Utility Tax Rates (Chapter 5.08 EMC)

Utility	Tax Rate
Cable Television (EMC 5.08.030(G))	6.00%
Gas (EMC 5.08.030(B))	6.00%
Light or Power (EMC 5.08.030(C))	6.00%
Sanitary Sewer / Surface Water / Water (EMC 5.08.030(E))	6.00%
Solid Waste (EMC 5.08.030(F))	6.00%
Telephone, Cellular or Regular (EMC 5.08.030(A) and (D))	6.00%

[25] The Edgewood Interactive GIS Map is available online at: https://www.cityofedgewood.org/224/Maps-Directions

Table U-4: Sanitary Sewer Utility Fees and Charges (EMC Title 11)

The City of Edgewood owns a sanitary sewer utility that serves the Meridian Corridor and some adjacent areas, and it is currently operated and maintained by Lakehaven Water & Sewer District (LWSD) under Interlocal Agreement. LWSD also administers all sanitary sewer development review, permitting, and collects monthly rates for this utility on behalf of the city. Please refer to the Edgewood Interactive GIS Map for the current service area boundaries.

The table below lists all the fees and charges referenced by EMC Title 11. Please contact LWSD to confirm and/or request an estimate for said fees and charges.

Fee Type	Fee
System Extension Agreements (EMC 11.35.090(H))	LWSD Development Engineering website
Application Fee	$900.00 + $2,600 Deposit
Plan Check Costs	Contact LWSD
Inspection Costs	Contact LWSD
Mapping Fee	Contact LWSD
Maintenance Bond Release Inspection Fee	$760.00
Sewer Capacity Reservation Charge (EMC 11.30.080(F)(2))	Connection Charge (50%)
Latecomer Agreements (EMC Chapter 11.36)	Actual Costs
Reimbursement Fee (per transaction)	$130.00
Connection Charges (EMC 11.40.110)	LWSD Development Engineering website
Processing Fee (*aka Connection Permit*)	$570.00
Existing Facilities Charge	Not Applicable
Conveyance Development Charge (EMC 11.60.060)	$7,387.00 per ERU (outside LID #1 only)
Future Facilities Charge (*aka Capital Facilities Charge*)	$6,676.00 per ERU (LWSD)
Collection System Charge	Not Applicable
Inspection Charges	Contact LWSD
Existing Side Sewer Charges	Not Applicable
Latecomer Agreements	See Above
Credit for ERU Reservation	Contact LWSD if applicable
Transfer Fee	Contact LWSD if applicable
Treatment Charges (*commercial/industrial buildings only*)	Contact LWSD
Rates (EMC 11.60)	LWSD Sewer Rate website
LWSD Sewer Rates (bi-monthly, includes Utility Tax)	
Fixed Charge	$31.91
Volume Charges – Single Family	$6.68
Volume Charges – Other	See LWSD Sewer Rate website
City of Edgewood Sewer Rates (per month)	
Base Rate	$5.00
Usage Rate (per 100 cubic feet)	$0.95

ANIMAL AND KENNEL LICENSE FEES (METRO ANIMAL SERVICES)

Animal control and licensing services are provided by Metro Animal Services. The fees below are not a complete list of fees or services, provided pursuant to EMC 6.01.020(B) which references Sumner Municipal Code (SMC) 6.04.030, and are subject to change without notice.

License fees are due annually to Metro Animal Services. Fees may be paid by:

1. Completing the annual license process online at https://metroanimalservices.org; or
2. Submitting a completed *Pet License Application Form for Edgewood*[26] and payment:
   - By Mail / Check: Metro Animal Services, 1104 Maple Street, Ste 240, Sumner, WA 98390
   - In Person: Edgewood City Hall, 10440 Dom Calata Way E, Edgewood, WA 98372

License Type	Fee
Annual Cat License	
Juvenile (8 Weeks to 6 Months)	$0.00
Adult (7 Months or Older)	
Unaltered	$60.00
Spayed / Neutered[27]	$12.00
Adult (7 Months or Older), Reduced Rate for Senior Citizens (65 or Older)	
Unaltered	$30.00
Spayed / Neutered[27]	$6.00
Annual Dog License	
Juvenile (8 Weeks to 6 Months)	$0.00
Adult (7 Months or Older)	
Unaltered	$60.00
Spayed / Neutered[27]	$20.00
Adult (7 Months or Older), Reduced Rate for Senior Citizens (65 or Older)	
Unaltered	$30.00
Spayed / Neutered[27]	$10.00
Late Fees	
Renewal is 30 – 59 Days Late, per License	$10.00
Renewal is 60 or More Days Late, per License	$20.00
Kennel License[28]	$75.00
Replacement of Lost or Damaged Tag	$5.00

[26] Form is available online at: https://metroanimalservices.org/i-have-a-pet/license-my-pet/

[27] In order to receive the reduced rate for altered dogs and cats, owners must provide either proof of alteration from a licensed veterinarian or a written statement from a licensed veterinarian that the spay/neuter procedure would be harmful to the animal.

[28] Kennel may require an Administrative Use Permit (AUP) or Conditional Use Permit (CUP), depending on the location. Additional fees apply.

PUBLIC RECORDS REQUEST FEES (CHAPTER 2.50 EMC)

Records requests can be submitted for most City documents. For the form and instructions, please visit the City's website at: https://www.cityofedgewood.org/154/Public-Records-Request.

The City may use an outside vendor for copying services and bill the requestor for the amount charged by the vendor.

Before beginning to copy or scan records, the City may require a deposit of up to 10% of the estimated costs of copying or scanning the records selected by a requestor. The City may also require the payment of the remainder of the copying or scanning costs before providing all the records, or the payment of the costs of copying an installment before providing that installment.

Any requestor may ask for an estimate of fees prior to the City processing the request. The requestor may then revise the request in order the reduce the request and applicable charges.

Public Records Request Process	Fee
Alternative Fee[29]	$2.00
Certified Copies	
First Page	$5.00
Per Additional Page	$1.00
Customized Service Charge	RCW 42.56.120
Photocopies, up to 11 x 17 inches	
Black and White	$0.15 / Side
Color	$0.50 / Side
Photocopies, Oversized Documents	Unavailable
Scanning	
Scanning, up to 11 x 17 Inches	$0.10 / Side
Scanning, over 11 x 17 Inches	$0.25 / Side
Staff Time, over 30 Minutes (EMC 3.35.040)	Hourly Rate
Transmittal	
Per Four (4) Attachments, Uploads, or Other Electronic Delivery	$0.05
Per Gigabyte of Electronic Transmission	$0.10
Digital Transmittal Device (CD, Flash Drive, etc.)	Actual Cost
Physical Transmittal Device (Envelope, Box, Tube, etc.)	Actual Cost
Postage and Delivery	Actual Cost
Transcription of City Council, Board, Commission, or Hearing Examiner Meetings	Actual Cost
Viewing Records	No Charge

[29] The City may, in its discretion, choose to impose a flat fee as an alternative to the fees in this section when the agency reasonably estimates and documents that the costs will be equal to or more than the listed flat fee.

FEE SCHEDULE UPDATE HISTORY

Resolution No.	Change	Effective Date
26-0791	Hourly Rate and Fee Updates	March 30, 2026
Ord. No. 25-0690	Transportation Impact Fee Updates	January 1, 2026
25-0778	School and Park Impact Fee Updates, other misc. cleanup	June 30, 2025
N/A	Annual Update to TIF Trip Rate (Table I-3), per EMC 4.30.130	January 1, 2025
24-0715	Update to TUP review fee.	April 15, 2024
23-0692	Complete update with reformatting.	January 1, 2024
16-0337	Complete update; first fee schedule adopted by resolution.	August 16, 2016